Access Opportunity’s mission is to create opportunities for high-potential, low-income students to define their individual paths through high school, college, and career, ultimately benefiting the lives of others. We do this by supporting the most talented low-income students who have the power to make great impact, focusing on their individual needs and career dreams.

As a member of our development team, you will take satisfaction in fundraising for an organization where donor dollars make a true and lasting impact. You will work alongside a team that believes there should be equity in opportunity for all students.

There are two primary components to this job:

- **Fundraising**
  Develop and execute fundraising strategy by engaging, cultivating, and soliciting donations from individuals, corporations, and foundations, as well as coordinating an annual event.

- **Program Support**
  Create a bridge between students and career opportunities by working with the program team to determine students’ interests in different career paths and identifying opportunities in the community for students to learn more about prospective careers.

This role gives you a chance to advance Access Opportunity’s mission and create meaningful impact in the lives of both donors and AO students.

**Key Responsibilities:**

**Board Level**
- Work closely with the Executive Director and the Board Chair to foster a culture of philanthropy that nurtures the involvement of the Board of Directors, staff, volunteers, and partners.
- Train and guide the Board to participate in fundraising and messaging.

**Strategic**
- Develop the strategic short- and long-term vision that creates the sustainability plan for the organization, including goals, strategies, and tactics to shape, manage and drive the implementation of a successful fundraising strategy to support the organizational needs.
- Participate in annual organizational budgeting process with income forecasting.
- Monitor philanthropic trends and align fundraising strategies to maximize contributed income.
Fundraising
• Develop and execute ongoing strategy for qualifying donors to ensure retention, growth of individual donor contributions as well as recapture from previous donors. Work collaboratively to create customized solicitation strategies matching the objectives of the organization and interests of the donor/prospect.
• Coordinate strategic donor meetings partnering with staff and/or board members.
• Coordinate development activities with AO's marketing strategy and messaging, in conjunction with the Executive Director, including a well-planned annual giving campaign that optimizes all fundraising opportunities (e-blasts, social media, targeted mailings, Colorado Gives Day, sustaining donors, workplace donors, etc.).
• Develop and oversee robust fundraising plan and calendar that utilizes a variety of channels (direct mail appeals, electronic solicitation, days of giving, workplace giving, social media campaigns) to communicate with prospective and current donors; work with staff, board, and volunteers to implement.
• Recruit and retain individual and corporate donors through digital and postal appeals, fundraising events (both in-person and virtual), and direct donor communications.
• Implement programs/activities to identify, cultivate, solicit, and steward donors at the $1,000 level or higher, with an emphasis on maximizing revenue. Update donor records in database.
• Develop and execute ongoing strategy for qualifying corporate sponsors to ensure growth of corporate contributions.
• Strengthen and grow ongoing relationships with in-kind donors across a myriad of industries.
• Keep the strictest of confidence regarding all donor and financial information.

Access Career
• Meet with program team and students as needed to identify potential career interests and develop strategy for introducing students to possible careers that could be of interest.
• Proactively build relationships with organizations and within industries that align with students’ career goals.

Volunteer Engagement
• Identify volunteer needs both individual and group.
• Create plan to recruit, train, and work with volunteers.
• Ensure that corporate volunteers are utilized to the mutual interest and benefit of the volunteer and Access Opportunity students.

Additional Responsibilities
• Supervise and work collaboratively with select staff, select interns, and volunteers to expand the organization’s capacity.
• Carry out any additional assignments required to fulfill the mission of Access Opportunity.
• The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.
Qualifications:

Passion For: Equity, the power of education, working with young adults, meaningful connections, raising money to benefit deserving students.

Education: Bachelor’s degree required; advanced degree is highly desirable.

Experience:

- Minimum 5 years of fundraising experience.
- Proactive development professional with an established track record of increasing philanthropic revenue from diverse constituencies.
- Proven project management experience with emphasis on managing multiple projects simultaneously and executing plans based on agreed-upon strategies, budget and timelines.
- Proven track record in major gifts; with every part of the cultivation, ask, and stewardship cycle.
- Experience in writing grant reports, applications and understanding budgets.

Skills and Abilities:

Achieve

- Excellent verbal and written skills.
- Solid background in multifaceted development planning, implementation and management.
- Self-directed, able to set clear targets and achieve results.
- Knowledge of office systems and fundraising database systems.

Connect

- Ability to relate well and work effectively with multiple constituencies and audiences.
- Excellent people skills; proven track record of proactive relationship management.
- Committed to developing and working within a collaborative environment; works well with others to listen, solve problems and achieve common goals.

Inspire

- Strong storyteller and public speaker; able to make emotional connections to mission and communicate impact and results in a compelling fashion.
- Ability to show passion for our program and students.

Apply now! Joining our team will provide you with the opportunity to make a difference every day.

- This role is full-time and includes some regularly scheduled evenings and weekends.
- Salary is commensurate with experience ($70,000+) and includes benefits such as options for health and dental insurance, paid time off, expense reimbursement, and professional development.

Please send your resume, cover letter, and 3 professional references to Yuri Shane (yshane@accessopportunity.org). Note that we are prepared to hold virtual interviews as we navigate COVID-19. The position will remain open until filled. Thank you for your interest!