Annual Gifts Coordinator
Denver, CO

Job Type
Full-time

Description

WHAT MAKES VOA SPECIAL
Volunteers of America Colorado believes unique challenges require unique and thoughtful solutions. VOA creates specialized programs to meet the critical needs of the communities we serve—our programs across Colorado look different because each community is distinct. Volunteers of America recognizes the senior who needs assistance with her grocery shopping in Fort Collins, and the student in Aurora who has never been to summer camp. We support Denver’s homeless veterans who have been underserved, and prepare preschoolers challenged by poverty to be successful in elementary school and beyond. Wherever we go we engage faith, relationship-building, and volunteers to lift-up and support Colorado’s most vulnerable citizens.

JOB SUMMARY
As part of the Advancement team, the position is responsible for cultivating and securing annual gifts (under $1000), plus developing a monthly recurring gift program, a new donor welcome program, and supporting the direct mail program. This is a full-time, fully benefited, non-exempt position that reports to the Vice President of Advancement.

JOB DUTIES AND RESPONSIBILITIES

- Develop and implement a monthly recurring gift program.
- Maintain an active relationship with all annual donors with the intent of increasing future contributions – including identification, cultivation, solicitation, and stewardship of annual gifts
- Manages and oversees the Direct Mail Program with a creative eye on how to expand the program to new prospective donors and to best steward current direct mail donors.
- Develop and implement a new donor welcome program, including a series of communications that go out to new donors as soon as they make their first gift.
- Cultivate donor relationships with specified goals to renew and increase annual giving.
- Develop and implement an annual lapsed donor reactivation strategy for this pool of donors.
- Plan and implement appropriate programs for donor education, appreciation, engagement, and solicitation to include, but not be limited to, regular written touchpoints, group events including tours and volunteer experiences, and other stewardship efforts.
- Proactively develop personal relationships assigned donors through telephone conversations, personal meetings, and correspondence to steward them for their giving and discover donors’ connections to and passions for Volunteers of America Colorado.
- Predictable, consistent attendance.
- All other duties as assigned.

Requirements
QUALIFICATIONS

- Bachelor’s Degree or equivalent in a related field
- A minimum of 1-year experience in donor relations preferred

Special Knowledge/Skills/Abilities:

- Must have the ability to work on multiple projects with minimal supervision and manage one's own time effectively.
• Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook; Knowledge of CRM systems (Salesforce) preferred.
• Ability to effectively problem solve independently, supporting Advancement team goals, taking time to understand, ask follow-up questions, and make thoughtful decisions.
• Communicating effectively as appropriate for the needs of the audience.

PAY RANGE
$55,000 - $65,000

LOCATION
Denver, CO

BENEFITS (eligibility is based on job type/status)
Vacation Time/Separate Sick Time
Paid Holidays/Floating Holidays/Personal Days
Volunteer/Wellness Day
Health, Dental, Vision, Pet Insurance
Tuition Assistance
Pension Plan
403b Retirement Plan with Agency Match
Life Insurance/Accident Insurance/Short & Long-Term Disability
Employee Assistance/Work Life Balance Program/Employee Discount Program
LifeLock with Norton
Public Service Loan Forgiveness
Fully Company Paid Unlimited Mental Health Benefits for Employees on the VOAC Health Plan

TO APPLY
Apply online here.

Volunteers of America is an EEO/AA Employer