



## **Development Manager**

Bright by Three seeks a full-time Development Manager to support the development team in executing fundraising events, prospect research, donor correspondence, financial reconciliation, and database management. This position reports to the Vice President and works closely with senior leadership as a key player in implementing fundraising strategies and ensuring revenue goals are achieved.

### **RESPONSIBILITIES**

#### Events

- Manage events, internally and with external vendors, including an annual gala
- Guide and support event hosts and committee members in their outreach efforts
- Solicit sponsorships and donations for gala and other fundraising events
- Recruit and manage interns and volunteers to support event fundraising

#### Research/Database Management

- Conduct research on donor prospects, including individuals, corporations, and foundations, and develop targeted appeal materials
- Create briefing materials in preparation for CEO meetings with prospective donors
- Process and acknowledge contributions and ensure accurate recording in Salesforce
- Recruit and manage interns and volunteers to support individual and corporate giving

### **QUALIFICATIONS**

- Excellent and persuasive written and oral communication skills
- Ability to manage multiple projects, meet deadlines, and prioritize among assignments
- Strong organizational skills and attention to detail
- Ability to work independently and as an effective team player
- Strong customer service orientation
- Ability to create and adhere to event budgets
- Available to work some evenings and weekends, as required
- Proficiency with Salesforce or other CRM system
- BA and three years of fundraising, event management, or communications experience

### **BENEFITS**

- Competitive salary commensurate with experience
- Comprehensive benefits package, including medical, dental, vision, life insurance, retirement with employer match, and generous paid time off
- Collaborative team environment with an ongoing focus on professional development

## **ABOUT BRIGHT BY THREE**

Bright by Three is a leading early childhood nonprofit organization in Colorado. We empower parents and caregivers by giving them tools, strategies, and resources to promote early nurturing, health, and learning experiences so that their children are school-ready. While we welcome all participants who care for children from birth to three years, our focus is on reaching families that are underserved. In 2016, more than 50,000 families benefitted from our statewide program. Our team is passionate about our mission and driving change through our research-based materials and launch of multi-media program enhancements. We approach our work with an entrepreneurial spirit, integrity, and an optimistic outlook.