



JUNIOR LEAGUE OF
DENVER

Position Title: Development & Operations Director	Reports to: President Direct Reports: 1; Operations Manager
Area: Operations Specialist, Donor Management, Fund Development, Fundraising Events, Nonprofit Granting	Position Type: Full Time - 40 hrs/week preferred; open to part-time applicants - 24-30 hrs/week with shift to full-time following onboarding process.

You can learn more about the Junior League of Denver at JLD.org.
Click [here](#) to learn more about the Junior League of Denver Foundation.

Mission:

Founded in 1918, the Junior League of Denver, Inc., is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers.

Community Focus:

The Junior League of Denver is currently working to disrupt the cycle of systemic poverty for women and families in Denver.

Position Overview:

The Development & Operations Director (D&O) is an outgoing, innovative self-starter who is responsible for the day-to-day operations of the Junior League of Denver (JLD) and Junior League of Denver Foundation (JLDF), as well as all fundraising activities, donor relations and fund development. The D&O Director oversees the Operations Manager and works with JLD members to support the overall operations of the JLD and JLDF. This individual is a staff liaison to the Board of Directors and Standing Committee, ensuring strong communication channels. The D&O Director ensures all JLD fundraisers are designed to allow for maximum success and that the related procedures are documented to maintain consistency. This person is responsible for maintaining donor and sponsor relationships, especially as volunteers transition each year. This person provides fundraising event execution support, tracks incoming donations and progress toward established goals, oversees donor and sponsor communications, and supports the fundraising strategy of the JLD and JLDF as directed by the Fundraising Council and Annual Campaign Committee.

Essential Job Duties and Responsibilities (other tasks may be assigned as necessary):

Operations

- Attend monthly JLD Board meetings and quarterly JLDF Board meetings to ensure staff presence and streamlined communication between Board President, Standing Committee and JLD Staff members. Please note that some meeting attendance is expected on weekday evenings.
- Prepare and present reports to JLD Board and JLDF Board including, but not limited to, donations received, donor tracking updates and upcoming donor events.
- Participate in strategic discussion and execution of initiatives with the Board President.

- Working with the Communications Director, build and maintain community relationships as Board members transition.

Operations Continued:

- Direct Operations Manager through day-to-day operations, including check-in meetings, project progress, tactical guidance and financial protocols and payments.
- Act as a liaison between JLD and the financial company managing JLD accounting/bookkeeping.
- Address time-sensitive and low-impact personnel issues as needed.
- Manage PTO reporting and approval for all Staff.
- Support Standing Committee and President with annual Staff reviews.
- Update and maintain the employee manual with Standing Committee support.
- Regular maintenance of cookbook operations including sales, storage, wholesale, and promotions.
- In partnership with Operations Manager, set up all vendor contracts through DocuSign and manage vendor payments.
- Address miscellaneous projects, including building maintenance, health insurance selection, etc.

Strategic Support

- In collaboration with the Fundraising Council and Annual Campaign Committee, determine, develop, and coordinate the most effective fundraising methods to maximize revenue and resource utilization.
- Work closely with the Fundraising Council, Annual Campaign Committee, Sponsorship Committee and volunteer solicitors to identify, cultivate and solicit donors and sponsors.
- Organize campaign strategy and execution (such as the annual campaign or a capital campaign) and support communication and fundraising goals.
- Research cookbook wholesale opportunities and inventory management.
- Consistently work toward development of a culture of philanthropy among all levels of membership.
- Attend monthly evening Fundraising Council meetings. Attend Annual Campaign Committee and Sponsorship Committee meetings as needed. Please note that some meeting attendance is expected on weekday evenings.
- Attend and provide on-site support for all major League fundraisers (i.e., Holiday Mart and The Journey) and all Major Donor events (e.g., Major Donor Coffee and Major Donor Happy Hour).
- Alongside JLD Communications Director and volunteers, develop descriptions for fundraisers, assist with informational posts on fundraisers to the JLD website, provide content for graphics and social posts for fundraisers, including sponsor fulfillment social media posts for large fundraisers, and create fundraising emails.

Donor Management

- Help steward donor relationships with the Annual Campaign Committee, Fundraising Council and JLDF Board to ensure continuity during committee member transition.
- Responsible for securing gifts, cultivating new donors, successfully maintaining existing donor relationships and training volunteers in donor management.
- Prepare solicitation materials (e.g. letters, appeals, corporate matching, Colorado Gives Day). Draft as necessary.
- Manage prompt donation processing, including receipt, logging, and timely acknowledgement.
- Ensure that JLD/JLDF fundraising efforts are coordinated to maximize revenue and avoid multiple asks.
- Work with the appropriate volunteers to plan and execute communication which engages and retains donors.

- Maintain donor records through database tracking and donor reports, and work with database technical support to update and maintain customized queries.
- Research prospective and lapsed donors.

Sponsor Management

- Assist fundraising volunteers in preparation of sponsor packets used to solicit League-wide and event sponsors.
- Work directly with the Sponsorship Committee to on-board new League-wide and event sponsors, setting expectations and serving as a resource for the relationship. Provide support to Communications by gathering sponsor information, logos, etc.
- Proactively work with appropriate fundraising volunteers to ensure all sponsor benefits are fulfilled.

Annual Report

- In collaboration with the Communications Director and volunteers, Research layout and print options for Annual Report, ensuring completion of project in a timely manner within established budget.
- Collaborate with key volunteers and Staff to gather all content, including committee write-ups, high resolution photos, graphics and donor/sponsor lists. Draft pieces as necessary.
- Work with League graphic designer to develop layout. Work with League printer to complete project and coordinate mailing to members. Work with Communications to coordinate distribution of digital version to members. Ensure posting of Annual Report to website.

Tactical Support

- Manage Operations Manager on Staff.
- Provide general support to appropriate volunteers leading up to fundraising events.
- Manage ongoing communication with Major Donors and Sponsors throughout the year, as appropriate.
- Submit 2+ grant applications per year to funders who have previously supported the JLD or whose funding guidelines are in direct correlation with the JLD Mission.

Qualifications and Pay Range:

This is a full-time 40 hours per week position. The schedule can be flexible with both remote and in-office work. Occasional evenings/weekends will be necessary. To perform this job successfully, an individual must be able to fulfill each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Salary is \$55,000-\$65,000. Bonuses for reaching fund development goals will be considered.

*Part-time applicants will be considered. If part-time, this position would average about 24-30 hours per week. Most weeks will require 24 hours, while expectations will increase before and during major fundraisers. Pay range is \$22-27 per hour depending on experience.

Full-time employment: Health Insurance and Dental benefits available, PTO and one day remote work available.

Education/Experience:

- A Bachelor's degree is preferred
- 3-4 years of individual giving and/or event fundraising experience is preferred
- 3-4 years of office management in a leadership role is preferred
- Experience working with and managing volunteers in solicitation and securing of donations is preferred
- Experience working with graphic designers and printers is preferred
- Experience creating graphics, social content and mass emails is preferred

Personal Characteristics:

- Passion for the JLD Mission Organizational skills to handle donor and sponsor contact information, donations, etc.
- Strong writing skills for annual report, solicitation materials, donor recognition, emails and social media
- Strong leadership skills to successfully oversee events and execute fundraising strategies
- Excellent personal interaction and collaboration skills to work with a volunteer-led organization and to build donor and sponsor relationships
- Results-oriented and process-oriented, with the ability to manage multiple event and campaign timelines and donor relationships in various stages

Computer Skills:

- Expertise with the Microsoft Office Suite, including Word, Excel and PowerPoint
- Experience with or ability and desire to learn volunteer/member/donor management software
- Knowledge of Google Docs preferred
- Knowledge of PDF file editing in Adobe preferred
- Knowledge of Canva, Mailchimp and Hootsuite preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The above information is intended to provide an overview of primary responsibilities and should not be construed as a complete description of all requirements inherent to this position.

The Junior League of Denver is an equal opportunity employer.