

# Events & Fundraising Manager

Position Title: **Events & Fundraising Manager**

Reports to: **Director of Development**

Department: **Development**

Date: **10/6/2022**

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The Rocky Mountain Children's Health Foundation (RMCHF) Events & Fundraising Manager will play a vital role in the organization's development efforts. This role will manage our fundraising and donor events, contribute to donor research and stewardship, and work closely with our corporate partners, all in an effort to raise funds in support of our mission.

This position requires someone detail-oriented and comfortable working on an evolving team. We are looking for a strategic thinker whose creativity enables them to play a leading role in shaping the organization's development efforts.

**Work for an organization with heart:** Rocky Mountain Children's Health Foundation is a nonprofit organization focused on children and families. Through our work both directly with families and through medical professionals, we provide much-needed relief and comfort for sick children and infants. Whether it's a newborn in need of donor human milk to thrive, a child with a serious illness looking for the companionship of a furry friend, or a family who needs to buy gas to visit their child in the hospital, we are there for them when and how they need it most.

## Responsibilities:

- **Event Management** – Oversee our fundraising events, including our signature annual gala (Kaleidoscope) as well as smaller donor event, including:
  - Setting the strategy for events, in collaboration with the Director of Development
  - Coordinating event details and serving as the liaison with our Kaleidoscope event contractor
  - Recruiting event attendees and sponsorships
  - Stewarding donors throughout the event process
- **Fundraising** – Work closely with the Director of Development to:
  - Focus on retaining and upgrading existing donors through outreach and direct solicitations
  - Secure new donors, with a focus on corporate partnerships
  - Collaborate on the creation of a prospect pipeline and assist with prospecting donors
  - Assist the Director of Development with developing a strategic fundraising plan
- **Stewarding Donors** – Support donor retention by:
  - Collaborating on creating and implementing a donor engagement cycle
  - Stewarding donors through communications, events, meetings, and other activities
  - Building relationships with corporate partners
- **Grant Writing** – Support the Development Coordinator in researching funding opportunities and drafting grants and other fundraising proposals.

**What We're Looking For:**

- › Experience managing large events. Fundraising event experience a plus!
- › At least three years of fundraising experience
- › Excellent communication (both oral and written) and interpersonal skills required
- › Organizational, time-management, and problem-solving skills needed
- › Excellent attention to detail
- › Knowledge of grant writing
- › Ideally, you will have some knowledge of different CMS platforms

**Benefits and Rewards:**

- › Salary range \$57,000-62,000/year commensurate with experience
- › Opportunity for hybrid work schedule with up to 2 days working from home
- › Comprehensive health, dental, and vision insurance
- › 401K with employer match
- › Additional benefits, including short-term disability, life insurance, and long-term disability and accident insurance
- › Opportunity for an annual bonus

**How to Apply:**

Submit your cover letter, resume, and writing sample to Jodye Whitesell, Director of Communications & Culture, at [jodye.whitesell@rmchildren.org](mailto:jodye.whitesell@rmchildren.org).

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*\*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Employees are responsible for all aspects of the position.*

*We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*