

Job Title: Fundraising Strategist

Location: Hybrid (Remote work with in-person events as needed)

Contract Duration: 24 months

Compensation: \$10,000 per year, paid quarterly (negotiable)

Reports To: Vice President, Treasurer, and Board of Directors Member (Fundraising)

Application Instructions: Email your resume and supporting materials to WomenOfTheSummit@gmail.com

Organization Description: Women Of the Summit is a local non profit committed to creating a community that connects and champions the Women of Summit County, Colorado.

Role Description: We are seeking a self-motivated, contract-based Fundraising Strategist with a proven track record in developing and executing fundraising strategies. This hybrid role involves managing relationships, and securing financial support through grants, corporate sponsorships, major donors, and other initiatives. The role requires experience in fundraising, strong relationship-building skills, and a passion for championing the women of Summit County Colorado.

Deliverables:

- Design a 24 Month fundraising strategy to include at least ten key initiatives per year and project manage the complete deployment with support from other staff, Board of Directors, and volunteers..
- Monthly Status Update Written Report
- Meet with the Board of Directors Monthly via Zoom to review status updates and action items.
- Develop and execute at least two successful custom fundraising events per year.
- Development of content and marketing materials that support all strategic initiatives.

Responsibilities

- **Develop & Execute Strategy:** Create and implement a comprehensive 24-month fundraising strategy, including 10 key initiatives per year (inclusive of grants, sponsorships, major gifts, member revenue initiatives etc).
- **Strategy Deployment:** Identify and pursue grant opportunities, corporate sponsorships, major donor gifts, and other opportunities from research through proposal submission and stewardship.
- **Event Leadership:** Plan and execute two custom fundraising events annually. Manage sponsor relationships and ensure the fulfillment of sponsorship agreements. Coordinate participation in third party events that support stewardship initiatives and provide networking and visibility with potential and existing funding sources.
- **Content & Marketing:** Develop content for newsletters, social media, and marketing materials that highlight partnerships and align with the organization's mission. Create tailored and completing proposals, presentations reports, and pitch messaging for current and potential funding sources.
- **Relationship Building:** Cultivate and maintain relationships with key decision-makers from all current and potential funding sources to expand financial support. Manage the stewardship process, ensuring timely acknowledgment of contributions and regular communication with partners.
- **Reporting & Tracking:** Track fundraising progress, manage budgets, maintain donor records, and report regularly to the Board of Directors. Analyze data to inform future strategies.

Qualifications

- Minimum of 3 years of proven experience in nonprofit fundraising, including securing corporate sponsorships, grants, and major donor gifts that increased organizational income. Prefer familiarity with local and regional corporate, organizations and major donor networks.
- Excellent written and verbal communication skills, with the ability to craft compelling proposals and presentations tailored to diverse funding audiences.
- Strong project management and research skills, detail-oriented, and ability to complete tasks independently.
- Proficiency in Google Suite and other relevant software.
- Ability to travel for events and meetings to build and maintain relationships with all stakeholders.
- Confident public speaker with the ability to engage and influence stakeholders at all levels.
- Passion for nonprofit work, especially aligning with the mission of Women of the Summit.