Since 1990, the “I Have A Dream” Foundation of Boulder County (“I Have A Dream”) has helped over 1,000 children from low-income areas achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistance scholarships to each graduating student. Currently, there are 12 “I Have A Dream” cohorts in Boulder County, in Boulder, Longmont, Lafayette and Carbon Valley. “I Have A Dream” has 34 staff members, 22 Notre Dame AmeriCorps members and an annual budget of $4,083,000. The “I Have A Dream” program follows the national model established in New York in 1981 by founder, Eugene Lang. Since then, 200 programs nationwide have served more than 17,000 students. For more information go to www.ihaveadreamboulder.org

Position Summary: The Donor Database and Communications Manager is a member of IHDF’s fast-paced, hard-working Development and Communications team and is responsible for fundraising and communications operations and data management. Given that “I Have A Dream” does not charge tuition or fees for any of its services, all expenses are covered entirely by philanthropic support and community partnerships, and so maintaining relationships with those entities, using data-driven practices, is of great importance.

The Donor Database and Communications Manager is responsible for managing the logistical operations of the Development and Communications Department in tracking and managing donations, holding stewardship/cultivation/ask events, and communicating with our community in a one-to-many manner. This position is also the Department’s Salesforce power user, responsible for data maintenance and reporting on behalf of Department functions.

Reports to: Director of Development and Communications, while collaborating closely with Development and Volunteer Department staff.

Supervises: Development and Communications Coordinator, the Department’s entry-level member whose position supports all Department functions and holds major responsibility for Holiday Dreams, the organization’s holiday gift drive.

Essential functions: Major responsibilities include, but are not limited to:
● Maintaining a robust and comprehensive database of our supporters and their interactions with us (using Salesforce NPSP) through accurate and timely data entry and data management.
Train department members as needed on the product, create and update documentation, and communicate configuration requirements to the Salesforce Administrator.

Produce standard and ad-hoc reports to support the Department’s fundraising and communications.

- Manage donation tracking and acknowledgment. Supervise Office Manager’s data entry and acknowledgment process, coordinating with Department members to periodically update and consistently send tax acknowledgment letters using Salesforce and a document merge product.
- Manage administrative aspects of Development and Communications Department activities
  - Includes but is not limited to data entry, mailings, donor research, managing vendors, communication with donors, coordinating with Finance on prompt payment of vendor invoices.
- Manage the logistics of Development Team donor cultivation and communication efforts. Examples include large scale direct-mail campaigns, call campaigns, major donor thank-you letter campaigns.
- Co-lead event planning logistics and execution, in collaboration with the Director of Development and Communications.
  - Annual events include our signature Dream-Maker Luncheon and Breakfast, a golf tournament, a donor appreciation event, and periodic program tours and other events as scheduled
  - As part of this responsibility, communicate with table hosts, register guests, manage vendors, oversee printed and display materials.
- Produce a monthly e-newsletter to email to supporters. Write content, source images, and update mailing lists.
- Produce other e-blasts as needed, in coordination with the Development Team.
- Lead the production of producing printed materials, including graphics, to include online and direct mail campaigns, an annual print newsletter, and the Annual Report.
  - Content creation, layout, and printing/mailing vendor management included.
- Other duties as assigned.

Selection Criteria and Required Qualifications:
- Qualified candidates will have a deep commitment and passion for improving the opportunities available for economically disadvantaged children to succeed academically and personally, with a commitment to equity and inclusion.
- College degree and/or equivalent work experience in education, business, English, publishing, human services, or communications is required. Prior experience in a fundraising department is not required but would be preferred.
- Candidate must have experience with the Salesforce platform, ideally as a power user, with the ability to create and edit reports. Limited experience with Salesforce may be considered if the candidate demonstrates a deep interest in and facility with such tools, and the ability to learn new tools quickly.
- Candidate must possess highly-developed oral and written communication skills.
- A spirit of customer service is required.
- Strong writing skills required with exceptional knowledge of English grammar and attention to detail in matters of grammar, spelling, and punctuation.
Must have **unusually acute attention to detail**: be able to read, comprehend, and follow instructions; and be able to effectively manage time in a fast-paced environment with competing priorities.

Individual also must demonstrate **exceptional** organizational skills and computer competency, including knowledge of G-suite and MS Office.

Experience with Adobe InDesign and Illustrator design apps.

Experience with email marketing platforms (e.g., Adobe, Constant Contact).

Applicants should be able to thrive in a fast-paced environment, handle multiple tasks, work on projects independently and with a team, and meet tight and shifting deadlines.

Have strong passion for the work and vision of “I Have A Dream,” and in upholding IHDF's internal values.

**Physical Requirements necessary to perform this job:**

- Need to be able to work at a computer for long periods of time.
- Some evenings, weekends and local travel required. Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Ability to lift and carry 25 lbs.

**Compensation:** This is a full-time exempt position. The salary range for this position is $52,000-59,000, depending on experience. Excellent benefits including health, dental, life & disability, 403b retirement plan, 10 days sick leave, 15 days vacation leave, and 11 paid holidays.

**Application Process:**

Using "Donor Database & Communications Manager" in the subject line please email your cover letter and resume to hr@ihaveadreamboulder.org. Applications will be reviewed until the position is filled.

*An Equal Opportunity Employer, committed to diversity.*