



Fund Development Manager

[Queer Asterisk](#) seeks a full-time Fund Development Manager to administer fundraising activities.

Queer Asterisk provides accessible mental health services through a queer and trans lens.

The Fund Development Manager works with and staffs the Queer Asterisk Fund Development team to implement the annual Contributed Income plan. The manager administers the plan's success, reporting to Director of Operations. Manager works closely with Creative Director, Director of Operations, and an external consultant. In addition, Manager supervises two part-time coordinators.

Qualifications: 4-6 years increasing responsibility for nonprofit fundraising. Experience can include education and work history. Knowledge of Fund Development operations is essential. The ideal candidate will have experience in at least 4 of the following key responsibilities:

- Gifts management actions from campaign design through two events, acknowledgements.
- Grants management actions from research through cultivation, application and reporting.
- Has direct contact with current and prospective donors, grantors, sponsors.
- Participates in campaign design, event design, budgeting, infrastructure planning.
- Experience with Colorado grantors, major donors and Donor Advised Funds is highly desirable.
- Fundraising through social media and or peer-to-peer campaigns is desirable.
- Marketing interface with development-related needs is desirable.

This manager will administer use of CRM; Little Green Light, expanding use and impact. Other tools in use are G-Suite, Slack, Asana, and Zoom.

Salary range \$57,000-\$63,000 depending on experience and ability to help Queer Asterisk meet budget commitments. We provide a flexible work schedule which is currently remote and includes 100% employer paid medical, dental, and vision insurance, 16 days paid time off, 10 self-selected floating holidays, and a 401(k) plan with employer contribution and 100% vesting.

To apply, please send a resume highlighting your experience with the bulleted tasks listed above and a cover letter expressing why you would like to work with Queer Asterisk. Send materials to hr@queerasterisk.com by Sunday, May 14, 2023.

Queer Asterisk encourages applications from candidates who reflect the communities we serve, which includes Black, Indigenous, People of Color, Queer and Trans individuals. We are an equal opportunity employer. It is our policy not to discriminate based on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of Queer Asterisk's activities or operations.