



**Historic Denver, Inc.**  
**Development Manager**  
**Position Location: Denver, Colorado**  
**Posting Date: 10/8/2021**

Historic Denver, Inc. seeks a dynamic, organized, self-motivated people-person for the full-time position of Development Manager. The Development Manager is a key team member in securing the resources to support Historic Denver's mission through community engagement, fundraising, and membership development. The position reports directly to the Executive Director.

### **Organization Background**

Founded in 1970, Historic Denver has been a leader in the preservation movement for fifty years, with numerous notable achievements. The organization's mission is to empower people to actively experience and thoughtfully maintain our city's historic places today and long into the future.

Historic Denver achieves its mission through a set of core programs centered in education, advocacy, and direct preservation. Programs include events, walking tours, forums, training, and outreach. Chief among the organization's programs is the Molly Brown House Museum, the organization's first "save" and a carefully preserved 1889 home that provides interpretation and engagement related to women's history, social history, and preservation.

Historic Denver's development program is well-established, with more than 800 member households, many established and returning donors and sponsors, with opportunities to grow capacity through increased membership, sponsorship, and donor development. To learn more, visit [www.historicdenver.org](http://www.historicdenver.org).

### **Development Manager Responsibilities**

- Manage the organization's donors, including maintaining relationships, making asks, and properly tracking and acknowledging all gifts.
- Administer the organization's annual appeal campaign and Colorado Gives Day campaign, including developing materials, preparing solicitation lists, and following-up with donors.
- Implement and grow the organization's membership program:
  - Send thank you letters and welcome materials, send renewal letters, pull queries, administer mailings
  - Develop strategies to identify and cultivate new members
  - Plan and manage at least four member-events each year
  - Coordinate membership and donor development at the Molly Brown House Museum.
  - Enter all membership checks and data into Neon CRM for careful tracking
- Develop a Master Grant Schedule with potential grant funders relevant to Historic Denver and Molly Brown House Museum programs.
- Supervise routine member and general audience email blasts using email marketing systems.
- Support the Legacy Advisors Circle, a group of long-time donors, through quarterly reports, renewal materials, and bi-annual gatherings.
- Train Molly Brown House Museum staff and volunteers to make donation and membership asks with the general public.

- Serve as the lead-planner for Annual Awards Program, held in October each year, including coordinating planning committee, soliciting over \$100,000 in sponsorships, securing 4-5 auction packages, managing logistics and details, invitations, guest lists, etc.
- Coordinate general sponsorship program, including developing a sponsorship menu, corresponding with existing and prospective sponsors for online and print platforms, events, programs, and more.
- Prepare data reports on members and donors for analysis and for publication in Annual Reports and newsletters.
- Serve on organizational committees and attend and record minutes of Board and Executive Committee meetings
- Process cash receipts and revenue received at the Historic Denver office, including maintain check-log, preparing bank deposits and coordinating reporting with accountant.

**Desirable skills and experience include:**

- Minimum three-years' work experience, preferably in the non-profit or cultural arts sector, or comparable education background
- A passion for Denver's historic places and cultural heritage
- A commitment to Diversity, Equity, Inclusion, and Access consistent with the organization's strategic vision and values
- An awareness of nonprofit fundraising best practices and experience with CRM (donor management) systems
- Strong writing skills, such as press-release development and web content, and a basic understandings of website editing, social media and e-mail marketing
- Event planning and coordination experience
- Strong relationship-building qualities with a welcoming demeanor
- Clear and empathetic communication style
- Ability to work effectively in a team-driven and open-office environment
- Strong organizational skills in order to manage multiple projects and execute multiple strategies concurrently to ensure deadlines are met

This is a full-time exempt position. Compensation will be \$45,000 to \$55,000 commensurate with experience. Historic Denver provides a benefits package including health insurance, a matched retirement plan after one year of employment, vacation, sick time, 10 paid holidays and a flexible work schedule.

Historic Denver, Inc. is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other status protected by state or local law. Employees are subject to a background check.

To apply please send a complete application, resume, and cover letter in PDF format describing your relevant experience. No calls please.

**Applications accepted by e-mail only to: [alevinsky@historicdenver.org](mailto:alevinsky@historicdenver.org)  
APPLICATION DEADLINE: Friday, October 22, 2021 by 5 pm.**