



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

Development Operations Manager

The Organization:

We Don't Waste believes nutritious food should be fed to people, not landfills. We reduce food insecurity and waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting local agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that addresses hunger and food waste through an innovative recovery model.

The Opportunity:

The Development Operations Manager is a full-time, exempt position that reports to the Senior Development and Events Manager. We Don't Waste seeks an enthusiastic and detail-oriented individual to manage and implement all steps of the fundraising cycle, from prospect research to donor stewardship. This position works collaboratively with the Development team in creating and implementing strategies that ensure sustainability and organizational growth. This position will assist in the coordination and implementation of the day-to-day activities that support We Don't Waste's Development team, especially in the area of fundraising events. Typical work schedule is Monday-Friday (9am-5pm) with occasional evenings and weekends for events and other activities. After 1 month in the position, there is the option for 1-day work from home per week.

Responsibilities:

Gift Processing and Donor Acknowledgement

- Process all gifts to the organization and the donor acknowledgement process, including letters, notes, cards, and call lists
- Ensure prompt and accurate acknowledgment of donations
- Help coordinate donor appeals, such as Colorado Gives Day campaign, online appeals, and annual mail appeals

- Create and maintain a comprehensive stewardship plan for new and current donors

Events Support

- Coordinate silent auction for signature event
- Assist Sr. Manager in planning and logistics for internal and external events

Database Oversight

- Manage Bloomerang donor database and exporting/importing, creating mailing lists, generating reports, assisting with data analytics, etc.
- Ensure proper donor activity tracking in database, including contact information, interaction reports, event attendance, moves management stages, etc.
- Track all pledges

Research

- Conduct prospect research for new, current and potential donors from all sources
- Mine/research donors by segmentation for major gift recommendations to fundraisers

Department Administration

- Assist with daily operations support, including invoicing, electronic filing, completing interaction reports, etc.
- Answer general Development phone and email inquiries and perform administrative tasks as requested

Finance Support

- In coordination with the Sr. Manager and Bookkeeper, prepare necessary revenue reports and participate in weekly/monthly reconciliations between Quickbooks and Bloomerang.

Desired Qualifications

- Passion for the We Don't Waste mission
- Preferred 3 years' experience with data processing and database management
- Preferred 3 years' experience with fundraising accounting, forecasting, and principles.
- Ability to work well independently and in a team environment

- Strong written and verbal communication skills
- Highly organized, with a record of accomplishment of attentiveness to detail, deadlines, documentation and timeliness
- Strong interpersonal and diplomatic skills with strong analytical and quantitative abilities.
- Demonstrated proficiency or interest/ability to learn in key technologies including, but not limited to, Google Suite, Microsoft Office; databases.
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Ability to maintain confidentiality.
- Able to work well under pressure and some evening/weekend events as needed (donor dinners, donor appreciation events, fundraising events, etc.)
- Bachelor's degree or equivalent combination of training and experience.

Salary/ Benefits

The salary range for this position is \$59,000-63,000. We Don't Waste offers a competitive benefits package including health insurance, paid time off, paid holidays, life insurance, disability, and a matching IRA plan.

WHY WORK AT WE DON'T WASTE

- Paid time off! We Don't Waste offers three weeks of time for the first year of employment (accrued), 80 hours of sick time, 9 paid holidays AND our year end closure from Christmas Eve through New Year's Day.
- Retention of We Don't Waste staff is a priority! We provide increased vacation benefits for employees as a thank you for your service. In year 2, We Don't Waste offers 4 weeks of time off. In year 3, We Don't Waste offers 5 weeks of vacation and in year 8 We Don't Waste offers 6 weeks of vacation!
- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term, life insurance plans and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 44% of employee dental premiums.
- Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.

Application Process:

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at careers@wedontwaste.org. *Applications received by January 15, 2025, will be given priority and the job posting will be removed from our website (www.wedontwaste.org/get-involved/#careers) when the position has been filled.*

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Reasonable Accommodation:

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at careers@wedontwaste.org.

EEO Statement:

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

Disclaimer:

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.