



3805 Marshall Street, Suite 100
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Job Posting

Donor Relations Associate

Organization Overview

The mission of Family Tree is to partner with all people to prevent and overcome the interconnected issues of child abuse, domestic violence and homelessness to promote safety, healing and stability across generations.

As a long standing non-profit human services agency, we are committed to empowering change and transforming the lives of vulnerable populations in our community. We aim to recruit and retain high-quality and diverse team members who share in our commitment and vision to empower people and transform our community through innovative and integrated services. We are also committed to investing in our team i.e., strive to pay a fair wages, offer competitive benefits, provide generous sick and vacation time, offer staff development along with believing each employee's unique qualities and experiences are the core of the organization.

Family Tree strives to value and uplift diverse and marginalized voices, to recognize and address the ways in which oppression impacts the communities with which we work, and to promote inclusion and equity.

Job Summary and Responsibilities

This position processes gift management and acknowledgment as a key part of the donor engagement and stewardship process. Inputs and manages accurate donor information in the donor management system Raiser's Edge to ensure correct reporting, analytics, and gift acknowledgement.

This position has an excellent opportunity to develop skills with various projects related to fundraising, marketing, and community outreach.

Example Activities

- Coordinates and organizes requests for information, donation and volunteer opportunities, and gift-in-kind drives.
- Serves as point person for information sharing with our contract data entry team – Cause and Solution.
- Prepares acknowledge letters and ensures accuracy and appropriate content.
- Manages finance reconciliation with gift entry records.
- Helps support donor relationships by sharing information and making thank you calls.
- Facilitates tax credit distribution to donors and lead agency.
- Ensures correct information and record keeping.
- Learns and manages basic database queries and reporting.
- Organizes and manages donations and in-kind gifts to ensure proper tracking and record keeping.
- Represents Family Tree at tabling events for donor and volunteer engagement, community meetings, and social events to expand donor base and increase visibility of Family Tree and our mission.
- Supports fundraising programs, events and campaigns

Required Skills

- Strong computer skills including Microsoft Office. Strong writing skills, interpersonal communication, and organizational skills.

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Passion for Family Tree's mission.
- Ability to think critically.
- Ability to learn quickly, attend to details, and adapt well to change.
- Able to meet deadlines, provide exceptional customer service and work independently with confidential donor information.

Preferred Education and Experience

High School Degree or equivalent

Job Details

Location: 3805 Marshall Street, Wheat Ridge 80033

Program: Gifts and Community Support

Full/Part time Status: Part-time-20 hours a week

Hourly Pay Rate: \$22.10-\$26.52

The base salary range represents the low and high end of Family Tree's hiring range for this position. Actual salaries will vary depending on factors including but not limited to range of experience, years of experience. The range listed is just one component of Family Tree's total compensation package for employees.

Benefits: Medical, dental, vision, supplemental insurance, retirement plan and retirement plan match, employer paid long-term disability, EAP, wellness program, paid sick and vacation time

Travel Requirements: Minimal travel around the Denver Metro area to attend off-site meetings.

Schedule: Flexible working 2-3 days a week Monday-Friday

Working Conditions: This is a blended/hybrid remote/virtual and in-office work arrangement.

Equal Opportunities and Accommodations

Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Family Tree is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Human Resources at 303-403.5884, or by email at dberridge@thefamilytree.org

Fair Chance Hiring

We value diverse experiences, including those who have had prior contact with the criminal legal system. We are committed to providing individuals with criminal records a fair chance at employment.

For more information about Family Tree and other open positions please go to www.thefamilytree.org/careers.

To apply for this position or other positions please send your resume to hrjobs@thefamilytree.org