**Individual Donor Program Manager**

**Imagine a career that engages your head and your heart!**

Hilltop is leading through action to make a difference for people of all ages. We have been an integral part of the Western Colorado community since 1950, helping thousands of individuals navigate life's challenges. Our 24 programs span prenatal health care to assisted living for seniors, while providing comprehensive, compassionate, and responsive service to all. Our services are as diverse as the community we serve:

* **Children’s Services** – Making sure the most vulnerable members of our community get a chance to thrive.
* **Youth Services** – A broad range of youth programs with a focus on each youth’s strengths and future possibilities.
* **Adult Services** – Real world solutions for adults facing unemployment, traumatic brain-injuries, domestic violence and more.
* **Senior Services** – Providing an unsurpassed continuum of care including the area’s premier senior living communities and Alzheimer’s care.

**Summary of the Position**

The Individual Donor Program Manager is responsible to provide leadership in raising annual fund revenue and major gifts support through individuals. The Individual Donor Program Manager is responsible for managing individual and some corporate efforts by cultivating, soliciting, and stewarding relationships with donors. In addition, this person is part of a development team supporting all fundraising efforts, events, and internal processes to help achieve the organization’s annual revenue goals.

**We want you if:**

* You feel passionate about helping people create the life that they have dreamed of.
* You thrive in a fast-paced environment that demands your best .
* You find yourself “pushing the envelope” – finding new and innovative ways to tackle problems.
* You routinely exceed expectations and have a reputation for excellence.
* You want to change the world, are a bit of an entrepreneur; creative and a risk taker.

**Qualified Candidates will possess:**

* A passion for the mission of Hilltop and a commitment to professional excellence.
* Excellent interpersonal and communication skills with demonstrated ability to speak and write clearly and persuasively.
* Excellent organizational, time management, and follow-up skills: high sense of urgency, ability to work independently and willingness to be a part of a team
* The drive and discipline to meet new people every day and the confidence to solicit funds.
* A proven track record of results in either sales or individual donations
* Bachelor’s degree or four years of secondary education in marketing, communication or sales; three years of related experience and/or training; or equivalent combination of education and experience.

**Responsibilities**

* Design, implement and maintain a structured individual donor fundraising program as an aspect of

Hilltop’s overall fundraising plans. In conjunction with Marketing develop all materials to support fundraising efforts.

* Responsible for identifying and soliciting donors for annual and capital gifts including some special events. Represent Hilltop in meeting with potential funding sources. Develop and grow our individual donor base, manage annual giving and cultivate major gifts.
* Cultivate and nurture relationships with current and potential corporate sponsors and individual donors.
* Coordinate with all aspects of Hilltop’s fundraising activities.
* Provides regular detailed accountability reports about progress towards fundraising goals.
* Maintains ongoing contact with Hilltop’s staff regarding programs and plans.

* Work collaboratively with staff, administration and Board members to identify and approach all avenues of economic support for program/projects.
* Develop and coordinate assigned capital campaigns for buildings, expansions, and programs.
* Other duties as assigned.

We value our employees and encourage a healthy work/life balance. Our salary package is competitive and our comprehensive benefits package includes the Wellness program, health insurance, flexible schedules, sabbaticals, continuing education credits, and so much more.

Wage range - $23-$25 with bonus potential

To learn more about Hilltop visit www. Htop.org.

**Interested?**

Send cover letter and resume with salary history to Michaelle Smith, VP for Client Services, [kelleee@htop.org](mailto:kelleee@htop.org). Please put Individual Donor Manager in the subject line. Applications will be accepted until the close of day September 18th, 2013.