

**Program Manager Development/Fundraiser
First Unitarian Church of Salt Lake City, UT**

First Unitarian Church is a progressive liberal church that adheres to seven principles, which we affirm and promote. A candidate must be knowledgeable and comfortable with these principles.

Job Type Full-Time Regular

The Program Manager reports to the Board of Directors and to the Legacy Campaign Committee and directs fundraising efforts most specifically for the Legacy Capital Campaign. In addition to financial pledges for the Capital Campaign, this position will support growth, planned giving, major-donor cultivation, online donation, foundation research, and grant applications. The Program Manager will craft and implement strategies, which regularly expand fundraising success.

Position Scope: Manage fundraising for the Legacy Capital Campaign and set internal systems for annual pledge giving.

Principle Duties and Responsibilities

- Develop and implement short-and long-term fundraising strategies and appropriate action steps, including solicitation materials, correspondence and reports as necessary to promote major-donor and new-donor participation, recognition, and cultivation.
- Create, lead, and implement a planned-giving program.
- Identify, cultivate, and help solicit major donor prospects.
- Oversee major donor strategy and ongoing stewardship of major donors.
- Craft and implement strategies for greater online giving.
- Plan, draft, and edit fundraising letters, emails, and other appeals.
- Administer meticulous donor records and follow-up with donors and potential donors, including a thank you system.
- Research and seek foundation grant opportunities.
- Strategically plan details of fundraising/speaking engagements for Board of Directors, Church groups and committees, and members of the Church as directed.
- Help design and promote fundraising events that appeal to a wide audience, including potential new major donors.
- Engage and support the Board of Trustees in executing donor strategies.
- Administer donor data: information, filing, copying, mailing, and other duties.
- Help Board of Trustees and canvassers cultivate potential donors.
- Manage presence on donation website.

Other Requirements:

- 2 + years of capital campaign fundraising and/or donor management experience that includes direct contact with donors.
- Excellent writing and/or editing skills; experience writing grant proposals and reports.
- Able to bring on-the-ground program work to life for donors/potential donors.
- Excellent interpersonal skills, able to navigate fundraising within a large, complex organization.
- Highly organized and able to facilitate the production of grant proposals, reports, and other donor communications on time.
- Able to manage competing priorities and deadlines.
- Proven ability to create and implement a successful major donor plan and maintain major donor relationships.
- Good knowledge of Internet and other web management.
- Working knowledge of PayPal and Church Windows.
- Ability to run and improve an online donor strategy.
- Ability to begin new fundraising initiatives that succeed.
- Experience in leading and organizing successful fundraising events.
- Experience in donor cultivation and solicitation success.
- Solid computer skills, including Microsoft Office.
- Skilled at fundraising database management and follow-up.
- Proven excellent writing, proofreading, and copyediting abilities.
- Meticulous attention to detail and follow-up.
- Some weekend and evening work. Work days to be arranged according to the needs of the Church.

Supervision: This position has no supervisory responsibility at present.

Education Requirements: Bachelor's degree require

Job Type: Full time—this will be a one-year position with benchmarks along the path to guarantee that this position is on track.

To Apply: Submit a brief statement of interest and a C.V or resume via email to:
UUadmin@burgoyne.com

