



BeadforLife Boulder, Colorado Office

Three-Quarter Time Philanthropy Associate

What we do:

Think about the first time someone recognized in you a spark, a talent you hadn't yet seen in yourself. Remember the way your heart soared when you felt the power of what you could do and be. At BeadforLife, we help women living in poverty experience that feeling by turning their spark into a fire of purpose.

We provide entrepreneurial training programs for women living in extreme poverty through our Street Business School, which is currently expanding globally with a goal of reaching a million women by 2027. This expansion is based on our highly effective Street Business School in Uganda.

What we'll do for you:

- You'll be challenged, you'll be inspired, and you'll be proud to see your spark igniting the world
- You'll have cool and meaningful work that will advance your skills
- You'll report to the Director of Global Philanthropy and work closely with other members of the team including the Business team and the CEO
- By supporting the global expansion of our Street Business School, your work will directly enable one million women to lift their families out of poverty
- You'll have great time off benefits, including a paid, organization-wide closure over the holidays

This job has your name on it if you:

- Show initiative by being resourceful and a problem solver.
- Have great communication skills of every type, and aren't afraid to use them
- Have an obsession with details and insuring that we provide outstanding and accurate communication, tracking and stewardship of our incredible donors
- Are crazy organized and wicked smart
- Have a great sense of humor and a mature work style
- Have past experience helping individuals and foundations steer their money to projects that really matter
- Thrive in a fast paced environment
- Want to change the world!

Here's what the job looks like:

We are now actively building a great philanthropy team to continue the recently established foundation of giving. The team will substantially grow our donor base and related donations and steward existing donors to support ongoing and growing operations.

- Stewardship: Maintain our donor database, track communications with donors, and provide inspiring and timely communications that make our donor-partners excited to invest in us
- Administration: Manage the in-house details of the department including responding to donor inquiries regarding their gift and payment status, owning gift acknowledgment, processing and reporting, and other day-to-day operational functions of the department
- Communications: Support compelling communications for donors ranging from events materials to



quarterly reports to quick videos

- Moves Management: From researching prospective donors and supporting grants coordination and reporting, to financial analysis, to benchmarking, to liaising with Uganda staff, we need someone who can support all aspects of moves management from beginning to end
- Events Support: Help plan and execute donor events from small salons to larger public events
- Support the DGP, CEO, and Board of Directors with materials, research, etc. to be effective ambassadors of our mission
- Other things as they come up, and as we dream them up together

What you'll need to do this job:

- Highly organized and detail oriented
- Excellent writing and editing skills
- Bachelor's degree or 4 years relevant experience
- A minimum of two years of fundraising experience preferred, but open to non-traditional candidates with communication skills and passion
- Strong analytical skills and a demonstrated fluency with data management, including graphic and visual representations of data
- Strong project and process management experience that drives efficiency and excellence
- Experience with prospect donor research, specifically regarding foundations
- Fluency with Microsoft Office suite
- High level of integrity with confidential information
- An independent and no-drama work style
- A personal interest and commitment to BeadforLife's mission.

Compensation:

This is a three-quarter-time position estimated at 30 hours a week with some flexibility in work schedule. Salary is \$21/hour. Benefits are lovely including paid vacation, sick time, & holidays, and participation in a 401K plan.

Please apply:

Please shoot us an email letting us know how working for BeadforLife would be a dream come true for you. Please also send your resume (to show us how we'd be crazy not to talk to you) to Jobs@BeadforLife.org with "**Philanthropy Associate**" in the subject line. While we love, love, love initiative on the job, no phone calls please. Qualified candidates will be contacted for an interview.