



OPEN POSITION ANNOUNCEMENT

Water For People is a global nonprofit working across nine countries, bringing together communities, local entrepreneurs, and governments to build and maintain water and sanitation services that will last. We have a sustainable solution to end the global water and sanitation crisis, and our employees across the world help drive this solution.

Water For People is currently recruiting for the position of **Business Development Manager**.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Manages and develops a portfolio of donors who give \$25K or more per year with the objective of increasing contributions each year and growing the total net worth of the portfolio to more than \$1 million annually
- Customizes business development strategies to maximize the giving potential of a defined portfolio of individual, corporate, and foundation donors to achieve or surpass Water For People's annual revenue goal through communication with donors (emails, and phone calls) and direct asks for financial support
- Manages and engages Water For People Ambassadors (former Board members) and Safe Water Guardians (estate/bequest donors) through formalized communication and consistent outreach; maximizes communication strategies and referrals to bequest prospects to achieve annual target for increasing membership into this program
- Works closely with Global Programs, Marketing, and Finance teams to develop strong fundraising cases to secure funding for the organization's immediate and long-term funding priorities
- Builds long-term trusting relationships through personalized acknowledgements to donors after renewing their commitments to Water For People
- Works with C-level Water For People staff to steward donors
- Develops a strategic approach to connect each account's special needs with Water For People's strategy and assets in order to maximize the partnership potential of each account
- Leverages activity of Business Development to deliver engagement opportunities for these donors to enhance their financial and non-financial support
- Supports other Business Development managers with strategic direction for fundraising approaches to their contacts
- Works with the Grant Writer to develop and draft formal funding proposals and reports as required by top accounts
- Proactively identifies and researches new prospects and follows-up as appropriate
- Tracks and records all donor details, meetings, interactions and prospects research consistently, using the constituent database Raiser's Edge and regularly monitors account progress through the donor pipeline

- Supports the Business Development Specialist in strategizing segmentation strategy and utilizing formalized communication plan
- Attends conferences, trade shows, and events where Water For People is present
- Presents at speaking engagements as opportunities arise

BEHAVIORS AND COMPETENCIES

- **Connect to Mission** – Understands and embraces the mission of Water For People; works to connect day to day tasks to mission; can explain Water For People’s purpose
- **Manage through Ambiguity** – Recognizes problems or opportunities when they arise and acts to resolve; readily formulates multiple solutions through problem or issue analysis; is comfortable making and defending recommendations
- **Demonstrate Cultural Awareness** – Demonstrates a global mindset; values cultural differences and takes into consideration in any given situation; moves easily between people from different backgrounds and cultures; can work outside comfort zone
- **Action-oriented** – Recognizes additional actions that will improve quality or facilitate achievement of outcomes; does not hesitate to do more than expected, but may overextend; sees opportunities beyond job description and recognizes those they can handle and those that require higher level input; thinks outside the box, anticipates how actions affect the team
- **Sense of Team** – Builds effective working relationships at all levels of the organization; aligns own behavior with the needs or priorities of the team; promotes teamwork among groups; discourages “us versus them” thinking; knows and considers the capabilities of coworkers

QUALIFICATIONS, KNOWLEDGE & SKILLS:

- Bachelor’s degree in related discipline or equivalent work experience is required
- At least 4 years’ successful experience in major gifts fund-raising, including prospect research, relationship building, and face-to-face gift solicitations with high-capacity individual, corporate, foundation, or institutional donors.
- Experience using Raiser’s Edge database, preferred
- Have well-developed written, oral, interpersonal, and communication skills, with a high level of sensitivity for professionalism, propriety and confidentiality

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Ability to travel 20% of the time domestically and internationally to low- and middle-income countries, where travel is rugged
- Open office environment
- This position is based at Water For People Headquarters in Denver, Colorado

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Contact and Further Information:

If you are both qualified and Water For People interests you, please visit our [Career Center](#) and apply with your resume and cover letter to this position. Please no phone calls or in-person inquiries.

Deadline for submitting your application is **5 pm MDT, Monday, July 20th**.

This is a exempt, full time position with a comprehensive benefits package. Salary range is \$48,000 - \$55,000. Only shortlisted candidates will be contacted.

Water For People cannot provide immigration sponsorship for this position.

Perks of working at our office space which is located at I-25 and Broadway:

- Employer-paid parking
- Walking distance from I-25 and Broadway RTD station
- Food trucks outside the office daily
- Dog friendly workplace