Fundraising Manager – Job Description

Job Title: Fundraising Manager, Flagstaff Youth Riders Inc., (FLYRS)
Location: Flagstaff, Arizona
Wage: $25 per hour
Job status: part time
Work Hours: flexible schedule that varies by season; some nights and weekends; average 40 hours per month
Interviews: conducted in August
Anticipated Start Date: August-September
To Apply: Please submit a resume, cover letter, and three references to FLYRS Executive Director, Tyler Nelson, at tyler@flyrsaz.com
Position Open: until filled

Overview
FLYRS Fundraising Manager (FM) will lead the organization's fundraising and financial sustainability efforts as FLYRS advances towards a more well-rounded financial model. As a new position in the FLYRS organization, the FM will have the opportunity to build FLYRS financial strength through three main pillars: fundraising, sponsorship, and donor/public relations with FLYRS community partners. This is an administrative position working in harmony with the Executive Director towards advancing the FLYRS mission. The FM will work collaboratively with the Executive Director to continually analyze, develop, and implement strategy for the growing fundraising program.

Responsibilities
   The responsibilities of the FM revolve around three main pillars: fundraising, sponsorship, and donor/public relations.
Fundraising
   - Oversee, organize, and execute at least three special fundraising events per fiscal year with an appropriate income goal

- Create and execute a strategy to recruit a base of recurring individual donors

Donor/Public Relations
- Assist in the planning and execution of FLYRS community outreach events
- Oversee the creation of fundraising "pitch" materials to include brochures, e-mails, letters, and videos
- Recruit and lead a committee of volunteers to assist with organizational fundraising efforts as necessary

Sponsorship
- Develop and maintain ongoing relationships with sponsors and consistent communications through regular newsletters and updates
- Meet or exceed a sponsorship income goal at the beginning of each fiscal year
- Oversee and ensure sponsorship fulfillment
- Utilize a community partnership and sponsorship structure that clearly details the benefits of various levels of sponsorship and contribution
- Other duties and tasks as may be assigned by the Executive Director to further the FLYRS fundraising program and mission

Notes:
- This position is subject to the availability of grant and other funds.
- This job description may evolve as the needs of the organization change and the program continues to grow.

Skills and Knowledge
- Interest in mountain biking
- Demonstrated commitment and passion for nonprofits and mission-driven work
- Interest in fundraising
- Excellent verbal, written, and social communication skills
- Outstanding organization skills
- Ability to document and communicate details
- Creative and effective problem-solving skills
- Strong work ethic
- Strong ability to prioritize and multi-task when necessary
- Demonstrated ability to be creative, innovate, and execute on ideas

- Practical knowledge and experience using a variety of office equipment and programs such as Microsoft Word, Excel, Google Drive, Docs, and Sheets
- Works smart by setting effective work goals, establishing priorities, and planning well to produce quality work
- Executes effectively by using resources efficiently, meeting deadlines, and keeping others informed of work plans and progress toward goals
- Actively participates and collaborates with others; communicates well to the team and is open to a collaborative and constructive culture to learn and grow together
- Flexibility
- Sense of humor

Minimum Qualifications:
- Bachelor's degree and/or any combination of education, training, and experience that demonstrates the ability to perform the duties of the position
- Ability to pass a background check

Our ideal candidate will be trustworthy, dependable, and able to work independently. The FLYRS Fundraising Program Manager must fully embrace FLYRS mission, values, and goals.