



Let's Grow Kids

Fundraising & Engagement Specialist

Let's Grow Kids is a 501(c)3 systems-change organization leading a statewide campaign to solve Vermont's child care crisis by 2025. With more than 35,000 supporters from all walks of life, Let's Grow Kids is engaging and empowering people to call for change; reforming early childhood education policy to be inclusive, race-conscious and culturally informed; and implementing program solutions in partnership with early childhood educators to prepare Vermont's child care system for increased public investment. Let's Grow Kids works in partnership with Let's Grow Kids Action Network, a 501c4 organization building the political will necessary to pass laws that fund and sustain an equitable child care system. Let's Grow Kids' campaign sunsets in 2025 upon fulfilling its mission to change policy, substantially increase public investment in Vermont's 0-5 child care system, and support policy implementation.

Our culture is dynamic, fast-paced, and driven by the following core values:

- **Commitment to Children:** We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion:** We are building an organization, movement, and system that promote equity and diversity.
- **Collaboration:** We support each other and our partners to realize shared success.
- **Agility:** We adapt readily to our environment to ensure we're in the best position to achieve our goals.
- **Strategy:** We take a focused, coordinated, data-driven approach to achieving our goals.
- **Transparency:** We are intentional about sharing clear and timely information about our work, priorities, mission, and values.

Fundraising & Engagement Specialist

Let's Grow Kids seeks a motivated, stakeholder-focused, and detail-oriented individual to support engagement efforts and data management across the Fundraising & Engagement team. This 2 - to 3-year position will report to the Director of Campaign Giving as part of the Fundraising & Engagement team.

Responsibilities will focus largely on projects related to the successful cultivation and stewardship of major gifts for a portfolio of 200 donors and prospective donors in partnership with Fundraising & Engagement team members.

Responsibilities

The position responsibilities include:

Donor Engagement & Stewardship (approximately 50% of effort)

- Implement engagement opportunities to expand support for Let's Grow Kids and the Let's Grow Kids Action Network
- Engage with donors year-round, stewarding their investments by recognizing the impact of their giving, communicating organizational progress and results, inspiring expanded involvement, and ensuring a personalized, quality experience
- Assist with planning and coordination of fundraising and outreach events and activities (virtual and in-person) including managing invitation and attendance lists, supporting the development of collateral, and coordinating logistics of and assisting with pre- and post-event duties and outreach
- Manage cultivation, engagement, and stewardship plans to keep supporters and partners informed and engaged
- Support Chief Engagement Officer with execution of quarterly impact calls
- Collect and record stories to forge partnerships, increase engagement, and sustain relationships among donors, prospective donors, and Let's Grow Kids staff, including corporate sponsors, campaign champions, and major donors
- Manage communication assets for the fundraising and engagement team in coordination with the communications team

Data management (approximately 50% of effort)

- Manage development data in EveryAction (CRM) including ensuring accurate and quality data entry, maintenance of donor information, creation and maintenance of moves management plans, and generation of reports and department metrics, while working in close coordination with the Operations Team and serving as a resource for other staff
- Oversee the donor stewardship aspect of the gift acknowledgement process, in coordination with the Let's Grow Kids and Vermont Community Foundation staff
- Additional duties, as assigned

This is a new position; percentages referenced above are estimates and may shift as the program evolves.

Qualifications

A well-qualified candidate will possess the following:

- Bachelor's degree or equivalent experience required
- Minimum of three years of administrative experience, at least 1 of which is in fundraising
- General knowledge of nonprofit fundraising practices
- Strong computer skills, proficiency with Microsoft Office Suite, especially Excel
- Experience using a CRM database; experience with EveryAction is a plus
- Ability to work independently and as part of a collaborative team
- Ability to listen well, communicate, and relate to others personally and professionally
- Experience managing multiple, simultaneous projects successfully and managing deadlines
- Strong and persuasive writing, editing, and storytelling skills to meaningfully connect LGK's mission to people who care about it
- Ability to translate complex program language into donor-friendly content; attention to clear and concise communication
- Sensitivity to handling financial and confidential information on behalf of donors

- Interest and ability to work across diverse cultures and constituencies and participate actively in the organization's diversity, equity, and cultural competency efforts

Location

Let's Grow Kids has office locations in Burlington and Montpelier. This full-time, 2- to 3-year position may include some Vermont travel. Business hours are 9 AM–5 PM, Monday through Friday, with occasional event support on evenings and weekends. The majority of Let's Grow Kids staff members work remotely in communities throughout Vermont.

Compensation

The salary range is \$55,000 – \$60,000 and benefits include health insurance, paid family leave, and contribution to child care costs.

Desired Start Date

No later than March 14, 2022

To Apply

Please use this link to apply:

<https://vtsharedservices.acquire4hire.com/careers/details.json?id=36745&source=17>

Applications should include a resume and cover letter and are due by February 7, 2022.

Let's Grow Kids values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Let's Grow Kids is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and require by state and federal laws.