



DEVELOPMENT ASSOCIATE

Bridge House ends homelessness one person at a time with a sidewalk-to-housing continuum of programming from low-barrier basic needs to its innovative Ready to Work program, Colorado's first work-first solution for adults experiencing homelessness that is sustainably changing lives through paid employment, housing, and case management with locations in Boulder, Aurora, and Englewood. Bridge House operates two social enterprises: outdoor crews and Community Table Kitchen Catering.

We are currently seeking a part-time development associate/data entry starting immediately. The position is based in Boulder, Colo.

BRIDGE HOUSE MISSION STATEMENT

Bridge House believes in, respects and empowers people who are experiencing homelessness. We connect them to employment and housing opportunities so they can realize and embrace their future.

LEARN MORE: boulderbridgehouse.org and follow our impact @bobridgehouse on Facebook and IG.

RESPONSIBILITIES AND DUTIES

- Enter donations received from the finance team into Salesforce
- Run weekly and monthly queries on GoFundMe/Classy and Colorado Gives platforms, updating recurring donations in Salesforce from pledged to received and entering single donations
- Access other donation sites when notice is received of donations (CyberGrants, NPOConnect, RenGiving, Benevity), making entries in Salesforce and forwarding information to Finance.
- Monthly import of recurring donors from spreadsheet
- On a biweekly basis, run pre-existing reports of household, organization and in-kind donations. Review responses needed (new field in Salesforce) with supervisor.
- Use mail merge utilizing existing templates to generate either thank you or tax acknowledgement letters to be mailed or emailed based on the acknowledgement field.
- Generate mailing labels using templates for mailed letters.
- Prepare large donation letters for CEO's signature
- Stuff, label, stamp and mail mailed letters
- Update acknowledgement status in Salesforce
- After monthly reconciliation is completed, update reconciliation status in Salesforce

QUALIFICATIONS AND SKILLS

Education: High School Diploma or equivalent experience

Experience: 6 months of data entry or other relevant experience

Knowledge, Skills, and Abilities:

- Attention to detail and willingness to adhere to established practices
- General computer skills - email, attachments, acrobat reader, links, password management, browser bookmarks, file organization
- Basic Proficiency in Microsoft Excel basic proficiency
- Proficiency in Microsoft Word

- No need for experience with Salesforce or knowledge of donation terminology

COMPENSATION AND BENEFITS

- This is an on-call position with an average of 10-15 hours per week, reporting directly to the Grant Compliance and Data Manager
- Hourly rate dependent on experience, starting at \$20/hour
- 403b investment opportunity
- Sick pay

TO APPLY

Please email a cover letter and resume to: natasha@bhrtw.org

Immediate start date. Applications will be accepted until the position is filled.

NON DISCRIMINATION POLICY

Bridge House is an Equal Opportunity Employer and is dedicated to the spirit of the intent of equal employment opportunity. We prohibit unlawful discrimination on the basis of age, race, color, gender, sexual orientation, national origin, religion, disability, genetic information, or any other applicable status protected by state or local law. This policy applies to all areas of employment and includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as clients, vendors, consultants, etc.