

BRIDGE HOUSE

DEVELOPMENT ASSOCIATE

Bridge House seeks a candidate to support philanthropic donation management in the development department.

ABOUT US

Ready to Work is a program of Bridge House which 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 (2025).

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/ready-to-work and follow our impact @bobridgehouse on Facebook and IG.

RESPONSIBILITIES AND DUTIES

- Enter donations received from the Finance team or via reports from donation platforms into Salesforce
- Maintain information about recurring donations.
- Using mail merge and Salesforce reports, generate and deliver donation acknowledgements.
- Update Salesforce with acknowledgement indicator and reconciliation status.

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
- 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 to the Grant Compliance 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: jobs@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.