



## Job Information

Position Title: Philanthropy Operations Manager

Type: Full Time

Position Location: Utah County, UT Position Pay: \$75,000 - \$92,500 DOE (S10, S11)

Hiring Manager: Cynthia Gambill | [hr@yuniquefoundation.org](mailto:hr@yuniquefoundation.org) | 385.345.4556

## Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing through healing retreats, survivor communities, and online resources.

We empower parents to protect their children from sexual abuse through education and online resources.

We bring the epidemic of abuse into the light through public dialogue and social awareness.

## Position Overview:

Assist all Philanthropy teams in reaching sustainable funding streams to perpetuate the mission of The Yunique Foundation by providing operational management oversight to the philanthropy teams. This position is 100% dedicated to operational management of the philanthropy department and does not participate directly in fundraising efforts.

## General Responsibilities:

- Participate in key decisions as a member of the management team
- Provide manager and reporting oversight for philanthropy staff including hiring and termination
- Serve as a liaison between philanthropy staff and management
- Oversee implementing and maintaining the Foundation's philanthropy strategy including events execution, recognition, small gifts, and merchandise.
- Ensure philanthropy program adhere to industry best practices.
- Ensure philanthropy managers effectively supervise their direct reports.

- Responsible for assuring accuracy, completeness, and confidentiality of all donor information, budget management, and reporting.
- Responsible for effective work planning collaboration with other Foundation teams.
- This position is responsible for all aspects of the prospect management systems
- Collaborate with other managers in responsibly growing the capacity of the Foundation.

### Qualifications Required:

- Must be proficient in the use of CRMs (3 years or more). Sales Force experience is a plus.
- Must be proficient in Microsoft Office Suite
- Excellent organizational skills
- Strong verbal and written communication skills
- Ability to communicate effectively and interact with donors or other external constituencies. This is not a primary job function, but there will be times where interactions occur.
- Bachelor's degree required; Master's degree preferred.
- 5+ years in a management role with a successful track record
- 3+ years managing or leading a team or division of 5 or more
- Non-profit management experience is a plus

### How to Apply

Send your résumé, cover letter, and questions to the hiring manager. If selected for an interview, you will be contacted.