

Bluff Lake Nature Center

Position Description: Development Manager

Salary Range: \$42,000 to \$50,000 Dependent on Experience, Plus Benefits

Start Date: May 2021 – Flexible

Application Deadline: April 16, 2021 – Early Application Preferred

Application Process: Please submit a resume and cover letter, clearly illustrating candidate's strengths as related to this position description, to Executive Director Rachel Crouch at rcrouch@blufflake.org. Additional information available at www.blufflake.org.



Organizational Overview:

Bluff Lake Nature Center (BLNC) is a non-profit urban wildlife refuge located in Denver, Colorado. Our mission is to educate and inspire people of all ages to respect, protect, and connect with our natural world. Our Education Team works with over 10,000 people from diverse backgrounds each year through field trips, summer camp, and family programs. Our Site Management Team manages our 123 acre site (which contains wetlands, prairie, and riparian habitats) through site restoration, volunteer projects, and habitat monitoring.

General Summary of Position:

The Development Manager is responsible for the general management and administration of BLNC's philanthropy efforts including grant writing, individual giving, and institutional partners, such as corporations, private and community foundations as well as sharing the mission and programs of BLNC to our community through marketing and communications efforts. This position is highly collaborative with our Executive Director. The Development Manager, in partnership with the Executive Director and Board's Development Committee, will develop and implement a strategic and diversified fundraising plan that meets current goals and anticipates future needs and growth objectives.

The Development Manager will be a highly effective storyteller and relationship builder who can bring to life BLNC's impact using strong written and communication skills that capture the hearts and minds of potential donors, grantors, and the community and inspires them to support BLNC's mission. This position is ideal for someone who works well in a highly supportive and collaborative environment and is entrepreneurial, creative problem solver, strategic thinker with an aptitude for relationship development.

The Development Manager reports directly to the Executive Director and works closely with BLNC staff, committees, and volunteers. The position is salaried exempt and involves some work during evenings and weekends.

The responsibilities of the Development Manager include the following:

Donor Management

- Coordinate and manage annual campaigns.
- Grow major gifts program including identification, cultivation, and solicitation of major donors, including both current and prospective donors.
- Maintain gift recognition, oversee the donor database, and establish donor relationship management protocols and policies.
- Serve as the primary board contact for information regarding historical donors and fundraising.
- Participate on BLNC Development Committee and implement new marketing and development initiatives.
- In coordination with the Executive Director and Board of Directors, plan and launch a capital campaign to make significant improvements to the site.

Grant Management

- Research and write grants, including foundation, corporations, and government entities, in coordination with the Executive Director.

- Manage the annual grants calendar ensuring deadlines for proposals and reports are met and deadlines are communicated with necessary staff to allow ample time for input and completion.
- Conduct site visits for prospective and current funders.
- Defend and manage grants once received including writing reports, financial support and number tracking. Work with Site Manager and/or Education Manager if the grant is specific to those areas.

Marketing and Communications

- Create bi-monthly BLNC newsletters and annual impact report with input from other staff members.
- Manage social media accounts including Facebook, Instagram, and Twitter.
- Update BLNC website as necessary.
- Work with Education Team to market summer camp, field trips, and family programs to the appropriate audiences, including helping to create flyers/brochures.
- Oversee volunteers/interns/and AmeriCorps service members to assist with marketing tasks.

Special Events

- Lead the planning, management, coordination and execution of events such as Summer Solstice and Wine & Cheese on the Bluff, in addition to other smaller development-related events.
- Oversee event management system, including but not limited to data entry, progress tracking and reporting, and guest registration and management.
- Manage, track and report on event goals, budgets, and expenses.

Generally:

Because BLNC is a small organization, in addition to the primary job responsibilities described above, each BLNC staff person is called upon to perform other tasks as necessary by the Executive Director. The Development Manager is responsible for general office administrative tasks including but not limited to office supply ordering, phone/internet contracts, etc. The Development Manager attends regular staff meetings, and occasional meetings with the Board of Directors and their committees.

Required Qualifications

- Excellent written and oral communication skills
- Ability to meet deadlines, work effectively under pressure, handle competing priorities, with a team and independently
- Passionate about Bluff Lake Nature Center's mission and teaching environmental education to young people
- Team player, enthusiastic, organized, creative, critical thinker, and self-motivated

Preferred Qualifications

- Experience and enthusiasm for fundraising
- Experience in marketing and communications
- Demonstrated competence in data management and grant reporting
- BS in relevant field, or relevant experience
- Experience with Adobe Creative Suites is a plus
- Experience with database management (Salesforce a plus)

Compensation and Benefits:

Full time employees are entitled to compensation commensurate with experience. The target salary range for this position is \$42-50,000. Benefits for full time employees include health, dental, and vision insurance, paid vacation, holidays, and parental leave, professional development opportunities, and Simple IRA with matching contributions.

Bluff Lake Nature Center is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.