



Development Manager Job Description

Position Title:	Development Manager
Position Type:	Salaried, full-time exempt. Part time considered
Location:	Carbondale, Colorado - RFOV office
Reports To:	RFOV Executive Director
Compensation:	Starting salary \$58,000-\$63,000 commensurate with experience. Benefits include 50% health insurance coverage or monthly health care stipend, 3 weeks paid time off in the first two years, generous paid holidays and break, sick leave, simple IRA retirement plan with 3% employer match, gear and professional development stipends, and a flexible work schedule.

ABOUT RFOV

Roaring Fork Outdoor Volunteers (RFOV) is a growing non-profit organization with a mission to promote stewardship of our public lands by engaging the public in education, restoration and conservation projects. We work to foster a diverse and empowered community of stewards working collectively to create healthy and resilient landscapes. Serving the region from Aspen to Rifle, RFOV mobilizes thousands of volunteers and educates hundreds of students to work on projects in the areas of sustainable recreation, healthy landscapes, and fire adaptation.

JOB SUMMARY

The Development Manager's primary responsibilities is to drive and advance RFOV's unrestricted fundraising activities. This role is responsible for managing and growing all individual and corporate giving programs, assisting with the management of government and foundation grants, and supporting the overall fund development and resource needs of the organization. This position works closely with the Executive Director and the Marketing and Communications Manager. Our goal over the next three years is to grow individual and corporate giving by 50% and the Development Manager plays a critical role towards these efforts. With a \$934k operating budget, RFOV is 20% unrestricted giving through individuals and corporate and the remaining 80% grant and fee-for-service funding.



ESSENTIAL RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

Fundraising

- Shape, manage and drive the implementation of a successful fundraising strategy for corporate and individual contributions to support organizational and program development needs and secure RFOV's long-term financial security
- Manage annual fundraising plan, calendar and budget
- Identify, track, and review goals and progress with RFOV staff quarterly; produce annual development report
- Oversee donor appreciation, acknowledgement, and member renewals; Help to nurture and maintain current and new donor relationships
- Maintain all development records and data in Salesforce to ensure their accuracy and usefulness for both developing and analyzing strategy
- Provide monthly donor reports to the Executive Director and Board of Directors
- Conduct donor research and identify potential high-value donors to grow the organization's major gift program
- Build relationships with key donors, board members and stakeholders to support the mission and work of RFOV
- Oversee annual fundraising campaigns, including membership drives and end of year appeals
- Manage and grow RFOV corporate philanthropy and sponsorship including monetary and food and material donations for projects and programs
- Support or oversee fundraising and outreach events such as volunteer/member appreciation events, season kick-off parties, and other fundraisers
- Work with the team to create and implement new and creative fundraising initiatives
- Assist the Executive Director and other members of the staff to cultivate and nurture relationships with civic groups, businesses, institutional partners, and non-profit partners in support of increased community engagement and fundraising goals

Grants

- Assist the Executive Director in managing a portfolio of over 20 grants
- Maintain grants calendar of all upcoming applications and reporting deadlines; keep relevant RFOV staff apprised of upcoming deadlines
- Write delegated grant applications and reports on time; ensure accuracy of information submitted
- Research new grant opportunities including youth education aligned funding sources



Communications

- Collaborate with the Executive Director and Marketing and Communications Manager to effectively communicate RFOV's impact and mission to funders, partners, and volunteers
- Coordinate the production and dissemination of RFOV's annual impact report and other fundraising print pieces
- Write appeals, donor thank yous, renewal letters, emails, and personalized solicitations
- Manage RFOV's profile on external fundraising sites such as Colorado Gives Day, Guide Star, etc.

General

- Accurately account and document time worked for accountability, grant reporting, invoicing, and budgeting
- Perform related duties as required for purposes of supporting and strengthening the mission and purpose of RFOV. Ideally this position will attend several community projects each year and may serve as a crew leader or project ambassador on occasion.

PERSONAL CHARACTERISTICS

The successful candidate will be passionate about outdoor recreation, public land stewardship, community engagement, and action-oriented impact. They will be able to work both collaboratively and independently, be flexible and adjust to a dynamic funding environment, and thrive in situations where multiple and diverse demands are involved. They will be an effective leader with strong self-awareness, professionalism, and interpersonal skills. They will be a strong connector and build relationships with RFOV donors and partners. They will also be highly organized, detail-oriented, self-directed, and resourceful with ability to take initiative and follow-through on independent projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Passion for RFOV's mission and vision
- Strong interpersonal skills, ability to interact appropriately with a diverse array of donors, volunteers, partners, and stakeholders
- Outstanding communication skills, ability to write and speak in an articulate manner
- Ability to collaborate with a team and delegate effectively to get things done
- Organizational skills: ability to manage a broad scope of responsibilities without losing sight of important details
- Self-directed, highly motivated, reliable, with a results- and solution-oriented perspective, organized with an attention to detail, flexible with strong time management skills
- Knowledge and experience in development and fundraising best practices
- Knowledge and experience working with CRM databases; experience with Salesforce highly desirable
- Ability to pass criminal and driving background checks



- Commitment to advancing equity, diversity, and inclusivity

PHYSICAL REQUIREMENTS:

- Ability to lead or attend volunteer stewardship projects

Management reserves the right to change or add to this job description at any time.

Work Schedule

The weekly work schedule is generally Monday-Friday 9-5 with weekend and occasional evenings required. Travel with a personal vehicle is required. Flexible schedules and a hybrid remote/onsite schedule is possible. Some local travel, night meetings and weekends required.

Roaring Fork Outdoor Volunteers is an equal opportunity employer and encourages applications from people of all races, ages, sexual orientations, and ethnic and religious backgrounds.

We encourage you to apply for this position even if you do not believe you meet all of the criteria listed above.

Application Deadline:

We will begin reviewing applications on February 15, 2024.

How to Apply:

Send a resume, cover letter, three professional references to: Becca Schild, Executive Director, at rschild@rfov.org. Phone and email inquiries acceptable. Writing samples may be requested after an initial review of your application.

Organizational information can be found at www.rfov.org.