

JOB ANNOUNCEMENT



Title:	Development Director
Position Class:	Leadership
FLSA Status:	Full Time/Exempt/Salary
Salary Range:	\$80,000 - \$100,000
Benefits:	Comprehensive benefits package (paid time off, 403b retirement plan, health, dental and vision insurance)
Reports to:	Chief Administrative Officer
Direct Reports:	Development Assistant
Location:	Hybrid environment with office location for Brighton or Fort Collins preferred

About the Organization:

Bird Conservancy of the Rockies (BCR) is a 501c (3) non-profit headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Rockies and Great Plains Region. BCR conserves birds and their habitats through an integrated approach of Science, Education and Land Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond.

Position Overview:

Bird Conservancy of the Rockies is seeking a dynamic and relational fundraiser to fill the role of Development Director to support our mission of connecting people, birds and land. The Development Director will work closely with Bird Conservancy's Executive Leadership and Team Directors to strategically increase short-term and long-term revenue goals through diversification of funding streams. Specifically, The Development Director will support organizational fundraising, planned giving and programmatic funding needs through one-on-one conversations with individuals, foundations and corporations. They will work with the Development Assistant and Communications team to create promotions, events, collateral and membership materials. They will also help create and lead donor-based outreach/ trips. We are seeking a candidate who is enthusiastic about conservation, land stewardship, education, nature and birds. The ideal candidate will have a proven track record of fundraising for non-profits, strong connections to the philanthropic community, excellent interpersonal and donor relations skills. The Development Director should have high emotional intelligence, be a self-starter, have great organizational skills, effective verbal and written communication skills and the ability to work independently and as part of a small team. Travel throughout the Front Range will be required with potential for out of state and out of country travel too.

Essential Job Duties and Responsibilities:

- Work with executive leadership and program directors to identify organizational development priorities that support strategic direction for the organization
- Lead the identification, research, cultivation, solicitation and stewardship of donors
- Manage all areas of fundraising including gift entry and substantiation, gift processing, and budget and revenue forecasting functions
- Lead Fall Fundraiser and work with the development assistant on other donor related events (trips/ bird walks, etc.) throughout the year
- Be a passionate and tireless representative and advocate for Bird Conservancy of the Rockies

Other Duties:

- Serve as a liaison to Board Development Committee motivating the board to help fundraise and support the organization through individual giving and serving as ambassadors for the organization. Work with Chief Administrative Officer to provide revenue forecasts and donor projections for giving.
- Collaborate with Communications Director on promotions, collateral, appeals and membership materials
- Provide training and guidance regarding fundraising best practices to staff and board with the support of Executive Director
- Work with Chief Administrative Officer to assure correct recording of gifts and pledges to meet audit and IRS Standards.
- Other duties as assigned

Knowledge, Skills and Experience required (unless otherwise noted):

- 5-10 years of proven nonprofit fundraising experience
- Strong foundation of best practices for effective fundraising
- Knowledge of the Denver/Front Range philanthropic community
- Proficient in fundraising software, Donor Perfect, a plus
- Proficient in Microsoft Office
- Experience with email marketing platforms, a plus
- Excellent communication skills, both written and verbal, graphics skills a plus
- Highly organized with the ability to manage multiple deadlines
- Flexibility to work occasional evenings, weekends, overnights along the Front Range and beyond
- Ability to travel to multiple locations in a single day
- Willingness to “roll up your sleeves” and be hands on

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer
- Mid-level stress.
- Requires reaching continually throughout the workday (mouse, keyboard, telephone).
- May include lifting up to thirty (30) pounds of project gear on an infrequent basis. Proper lifting techniques required.

Material and Equipment Directly Used:

Standard office equipment (e.g. laptop, printers); PC with MS Office software applications.

Equal Opportunity Employer:

Bird Conservancy of the Rockies is a bias-conscious employer. We ask that you please avoid the use of photos when submitting a resume and/or an application for employment. You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring manager. You will be notified if you are selected for further testing or interviews. **Post-offer background check required.**

Studies have shown that underrepresented groups, including women and people of color, are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job from diverse backgrounds and with attention to lived experience. We recognize that any individual candidate may not possess subject matter expertise in all areas listed above. Bird Conservancy of the Rockies will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Bird Conservancy of the Rockies is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender identity or gender expression, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy or other characteristics protected by law. For the purpose of Bird Conservancy's policy, “sexual orientation” means a person's actual or perceived orientation toward heterosexuality, homosexuality, bisexuality.

Bird Conservancy of the Rockies will make special communication arrangements for persons with disabilities. Please call (303) 659-4348 for assistance.

To Apply:

Please submit your cover letter, resume, and contacts for three references to applicants@birdconservancy.org with “Development Director” in the subject line. Applications will be accepted and reviewed on a rolling basis until the position is filled. Preference will be given to those applications submitted before October, 14th 2024.