



## **Development Director Job Description**

**Position Title:** Development Director

**Position Type:** Full-time, exempt. Part time may be considered.

**Location:** Remote initially, long term goal to be in office.

**Reports To:** RFL Executive Director

**Compensation:** Starting annual salary \$65,000-\$85,000 commensurate with experience.

**Benefits:** Competitive benefit package: Health benefits, 401K/IRA benefits, flexible work schedule, 8 holiday, and 3 weeks paid time off.

## **About Roaring Fork Leadership**

Roaring Fork Leadership (RFL) is a professional, and transformational organization. Our programs provide continual opportunities for growth and professional development. We support and invest in the people that work with us.

For over 36 years, Roaring Fork Leadership has helped individuals and organizations build effective leaders through training, practice, and application. RFL, formerly known as Leadership Aspen, was founded in 1988 by a group of local citizens who recognized the need to strengthen relationships and skills among community leaders.

Annually, we offer the local community multiple programs, each with their own skills emphasis.

- RFL Academy
- RFL Mastermind
- RFL CoLab
- RFL Live: ELEVATE

We also offer "pop-up" programs on a more flexible, demand basis such as:

- Supervisor Bootcamp
- Public Speaking
- Unconscious Bias
- Communication

RFL works directly with approximately 3,000 people per year in our programs as we grow to meet the evolving needs in the Roaring Fork and

Colorado River Valley. RFL is a registered 501 (c)(3) not-for-profit organization.

**RFL's Vision & Mission:** Better Leaders, Better Communities. We believe anyone can be a leader. RFL develops leaders—no matter their experience, back-ground or resources—who make their communities better.

### **JOB SUMMARY**

The Development Director's primary responsibility is to drive and advance RFL's revenue and fundraising activities by managing and growing all individual and corporate giving programs, assisting with the management of government and foundation grants, and supporting the overall fund development, alumni engagement, and resource needs of the organization. This position reports to the Executive Director and works closely with the Board Fundraising Committee.

### **IDEAL CANDIDATE**

RFL is a special organization that has influenced thousands of leaders in our community over the past 36 years. We are looking for an enthusiastic, results driven, and passionate Development Director who has a proven fundraising track record and a minimum of 3 years of experience in the fundraising or development field.

### **ESSENTIAL RESPONSIBILITIES**

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

#### **Fundraising**

- Shape, manage and drive the implementation of a successful fundraising strategy and initiatives for corporate and individual contributions to support organizational and program development needs.
- Manage annual fundraising plan, calendar and budget including annual campaigns, and year-end appeals.
- Oversee all donor appreciation, acknowledgement, and member renewals; help to nurture and maintain current and new donor and alumni relationships.
- Maintain all development records and data in Salesforce to ensure accuracy.
- Provide monthly donor reports to the Executive Director and the Fundraising Committee. Participate in Board meetings as needed.
- Conduct donor research, identify, and build relationships with potential key donors to grow the organization's major gift program.

- 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.

### **Alumni/Member Relations**

- Responsible for growing and deepening RFL's alumni relationships through engaging community opportunities and one-on-one rapport building meetings.
- Maintain alumni/membership information and database.
- Research and execute strategies on membership stewardship, retention, and growth.

### **Grants**

- Research, write and submit new and existing grant applications and reports in a timely manner. Ensure accuracy of information submitted.
- Maintain grants calendar of all upcoming applications and reporting deadlines. Keep relevant RFL staff apprised of upcoming deadlines.

### **Communications**

- Collaborate with the Executive Director and Board Fundraising Committee to effectively communicate RFL's brand, impact, and mission to funders, partners, and volunteers.
- Coordinate the production and dissemination of RFL's annual impact/development report and other fundraising print and digital media.
- Uphold and enhance RFL's brand and image on its own website to support fundraising and brand.
- Manage RFL's profile and presence on third-party 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 to support and strengthen the vision, mission, and purpose of RFL. Ideally this position will attend samples of each of RFL's offerings, gratis, to gain deep knowledge of RFL's content and community impact.

### **Knowledge, Skills, and Abilities:**

- Knowledge and experience in development and fundraising best practices, working with CRM databases. Experience with Salesforce highly desirable.
- Technology savvy including Microsoft 365 and Wordpress.

- Interpersonal skills: ability to interact appropriately with a diverse array of donors, volunteers, partners, and stakeholders.
- Communication skills: ability to write and speak in an articulate manner and transform data into powerful stories.
- Organizational skills: ability to manage a broad scope of responsibilities without losing sight of important details.
- Passionate about RFL's mission and vision.
- Effective leader with strong self-awareness and professionalism.
- Ability to collaborate with a team and delegate effectively to get things done.
- Self-directed, independent, highly-motivated, reliable, with a results- and solution-oriented perspective. Organized with an attention to detail. Flexible with strong time management skills.
- Commitment to and experience with advancing diversity, equity, and inclusivity.

*Management reserves the right to change or add to this job description as needed.*

### **Work Schedule**

The weekly 40-hour 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.

### **Compensation**

At RFL, we invest in our team's well-being and professional and personal growth. We offer a comprehensive total rewards package that includes a combination of the following: monthly health care stipend, IRA with an employer match, paid time off, paid holidays, and sick time. Additionally, we provide stipends for professional development, empowering you to grow your skills. In addition, we embrace a flexible work schedule, supporting a healthy work-life balance. Join RFL and enjoy a workplace that truly values and supports you. The hiring range for this position is \$65,000 to \$85,000, depending on qualifications and experience.

### **How to Apply:**

Send a resume, cover letter, three professional references, and a writing sample to [info@rflleadership.org](mailto:info@rflleadership.org). Phone and email inquiries acceptable.

All submissions must be received by end of day July 26<sup>th</sup>. We will be reviewing applications on a rolling basis.

Organizational information can be found at <https://rflleadership.org/careers-2/>

*Roaring Fork Leadership is an equal opportunity employer and encourages applications from people of all races, ages, sexual orientations, and ethnic and religious backgrounds. This job description is not all encompassing and other duties may be assigned.*