



# ROARING FORK LEADERSHIP

**Position Title:** Development Director

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

**Location:** Remote/Hybrid/Flexible

**Reports To:** Executive Director and RFL Board

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

**Benefits:** Competitive benefit package: flexible work schedule, 8 holidays, 3 weeks paid time off, health care stipend, sick leave, retirement plan, professional development, and wellness benefit.

## **About Roaring Fork Leadership**

Roaring Fork Leadership (RFL) is a professional and transformational organization that supports and invests in its team members. For over 38 years, RFL has helped individuals and organizations build effective leaders through training, practice, and application. Originally founded as Aspen Leadership Aspen in 1988, RFL offers multiple programs, including RFL Academy, RFL Mastermind, RFL CoLab, and various RFL Live programs like Supervisor Bootcamp, Public Speaking, ELEVATE, Unconscious Bias, Communication, and more. RFL impacts approximately 3,000 people annually in the Roaring Fork Valley. RFL is a registered 501(c)(3) not-for-profit organization.

## **Vision & Mission**

*Better Leaders, Better Communities:* RFL believes anyone can be a leader and develops leaders—regardless of their experience, background, 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, marketing and communications, and resource needs of the organization. This position reports to the Executive Director and works closely with the Board Fundraising Committee.

## **Ideal Candidate**

RFL seeks an enthusiastic, results-driven, and passionate Development Director with a

proven fundraising track record and a minimum of 3 years of experience in the fundraising or development field.

## **Essential Responsibilities**

### **Fundraising**

- Shape, manage, and drive the implementation of successful fundraising strategies, events, and initiatives for corporate and individual contributions to support organizational and program development needs.
- Manage the annual fundraising plan, calendar, and budget, including annual campaigns and year-end appeals.
- Oversee donor appreciation, acknowledgment, and member renewals; nurture and maintain current and new donor and alumni relationships.
- Maintain all development records and data in Salesforce to ensure accuracy, including monthly donor reports.
- 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 staff members to cultivate and nurture relationships with civic groups, businesses, institutional partners, and non-profit partners to support increased community engagement and fundraising goals.

### **Alumni/Member Relations**

- Grow and deepen RFL's alumni relationships through engaging community opportunities and building relationships.
- 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.

### **Marketing and Communications**

- Implement RFL's marketing efforts and assets that includes: press releases, social media, newsletters, email campaigns, video, and branding, for events, programs and other initiatives of the organization.
- Collaborate with the Executive Director and Board Fundraising Committee to effectively communicate RFL's impact and mission to funders, partners, volunteers, and the community.

- Coordinate the production and dissemination of RFL's annual impact/development report and other marketing and fundraising print pieces.
- Manage RFL's profile and presence on external fundraising sites such as Colorado Gives Day, GuideStar, 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 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.
- Interpersonal skills: ability to interact appropriately with a diverse array of donors, volunteers, partners, and stakeholders.
- Communication skills: ability to write and speak articulately 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 attention to detail, flexible with strong time management skills.
- Commitment to and experience with advancing diversity, equity, and inclusivity.

### **Work Schedule**

The weekly work schedule is generally Monday-Friday 8-5, with weekend and occasional evenings required, totaling 40 hours. Travel with a personal vehicle is required. Flexible schedules and a hybrid remote/onsite schedule are possible. Some local travel, night meetings, and weekends required.

### **How to Apply**

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to [info@rflleadership.org](mailto:info@rflleadership.org). Please include "Development Director Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.