



COLORADO WEST LAND TRUST

Conserving Land. Connecting People. Enriching Lives.

DEVELOPMENT DIRECTOR

STATUS	Full-time; regular; exempt
REPORTS TO	Executive Director
LOCATION	Grand Junction, Colorado
TRAVEL	Regional travel is required; shared company vehicle or mileage reimbursed
SCHEDULE	Monday-Friday, with some evenings and weekends required for events and board meetings
FULL SALARY RANGE	\$60,000-\$90,000/year
BENEFITS	Current benefits package includes an Individual Contribution HRA; short- and long-term disability; 10 days paid vacation, 10 days paid sick time, 11 paid holidays; 403(b) retirement plan with company match after 1 year. Additional supplementary insurance plans are also available.

Colorado West Land Trust (CWLT) is the leading Land Trust in Western Colorado, serving a seven-county region from Grand Junction south to Ouray and Gunnison west into Grand County, Utah. CWLT has conserved over 130,000 acres through more than 600 conservation agreements over its 40-year history. CWLT is a private, charitable non-profit organization, accredited by the Land Trust Accreditation Commission and governed by an active Board of Directors. CWLT has offices in Grand Junction and Montrose, Colorado.

CWLT's staff work together to achieve CWLT's mission: *To protect and enhance agricultural land, wildlife habitat and scenic lands in western Colorado to benefit the community at large, enrich lives, provide opportunities for outdoor recreation, and ensure our connection to the land for generations to come.* Team members are flexible, solutions-oriented, collaborative workers who have a passion to fulfill the organization's mission.

JOB SUMMARY

The Development Director advances the mission of Colorado West Land Trust by developing and implementing a comprehensive fundraising and communications strategy to strengthen the community's investment in CWLT. S/he also works to secure and grow a dynamic base of support from a variety of funding sources, and raise awareness of CWLT within the regional service area. The Development Director leads the organization's fundraising and outreach activities, mentors and manages development staff, and collaborates closely with CWLT's other professional staff, board members, donors, funders, and external partners. The Development Director is relationship-oriented, can develop constructive and cooperative relationships with others and maintain them over time, and is committed to achieving fundraising targets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership

- Lead the Land Trust's Development program, developing and implementing long and short term Fundraising, and Marketing and Communications Plans.
- Member of the Leadership Team; participate in leadership meetings including annual planning and strategic planning.
- Educate and engage the Board of Directors in Fundraising.
- Staff lead for the Donor Relations Committee; manage the Committee in close partnership with the Committee Chair.
- Achieve annual fundraising targets.
- Mentor and manage the Development & Communications Coordinator (and any other future development staff) with individual goal setting, work planning, coaching, and meaningful performance evaluations.
- Ensure compliance with Land Trust Accreditation standards and practices, federal and state legislation, and best practices for fundraising; stay informed of changes; recommend and implement new policies and policy changes as needed.

Funds development

- Manage and grow existing Annual Giving, Membership, Monthly Giving, Planned Giving, and Sponsorship programs.
- Lead and advance the Major Donor program; manage a portfolio of donors and prospects; coordinate other development staff and board members' major donor activities; oversee donor acquisition.
- Create and implement new fundraising programs and campaigns to meet the needs of the organization.

- Manage and coordinate capital campaigns.
- Manage and coordinate the grants program to ensure compliance with all grant conditions and reporting requirements.
- Grant writing, management, and reporting for select grants.

Outreach

- Oversee marketing, communications, and outreach activities; work with the Development & Communications Coordinator and other staff to develop annual activities in alignment with the Fundraising, and Marketing and Communications plans.
- Ensure development of the annual Marketing and Communications Plan.
- Represent CWLT in the nonprofit community and collaborations; join and actively participate in organizations that provide education, networking, and mentoring.

Financial planning and budget management

- Create and manage an annual budget for the Development and Outreach programs; ensure development of event budgets.
- Prepare reports on fundraising activities and programs as needed.

Professionalism and teamwork

- Establish and sustain cordial, productive, and trustworthy relationships with board members, funders, and external partners.
- Build and maintain positive collegial relationships within the Development Team and CWLT staff at large.
- Communicate professionally and effectively with colleagues, board members, funders, and all other partners.
- Demonstrate problem solving skills. Proactively develop and recommend solutions.
- Accept feedback in the spirit of growth and continuous improvement.
- Maintain productivity when working remotely and in an office setting.

Other responsibilities

- Oversee management and effective use of the donor database.
- Attend Board meetings as requested by the Executive Director.
- Other duties as requested by the Executive Director

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of donor relations and fundraising strategies with individuals, foundations, corporations, and other sources.
- Demonstrated ability to identify, solicit, and steward gifts from individuals, foundations, corporations, and other sources.
- Demonstrated ability to understand and interpret trends in individual giving to respond with appropriate solicitation strategies.
- Demonstrated organizational abilities including collaborating, planning, delegating, and program development.
- Demonstrated excellence in verbal and written communication.
- Experience with CRM and donor database applications, technical aptitude, and ability to optimize application.
- Proficiency with Microsoft Office applications (Excel, PowerPoint, Word, Publisher).
- Valid driver's license and ability to drive safely in urban and rural areas obeying all traffic laws.
- Personal qualities of integrity, credibility, and a commitment to the organization's mission.

REQUIRED EDUCATION AND EXPERIENCE

- Professional fundraising/development experience that includes work history with individual giving, corporate engagement, and grant writing responsibility.
- Supervisory experience preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods at a desk and working on a computer.
- Frequently moves supplies and equipment for events.

WORK ENVIRONMENT

- Environment for office work is temperature controlled.
- Outdoor events may expose individual to weather elements such as rain, snow, wind, heat and cold.

Colorado West Land Trust is an equal opportunity employer and acts in accordance with applicable law in all our hiring and employment practices.