

## ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

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### JOB OVERVIEW

**Position Title:** Development Officer

**Reports To:** Director of Philanthropy

**Department:** Philanthropy

**Position Type:** Non-Exempt, Full-Time, Year-Round

**Compensation and Benefits:** \$24/hr. - \$32/hr.

- Benefits plan available. This includes, but not limited to Medical, Vision, Dental, Short-Term Disability, 401k plan eligibility after 1-year, Paid Holidays as well as sick and vacation hour accruals and IT/Cell phone stipends

**Potential for Advancement:** Yes

### JOB DESCRIPTION

Reporting to the Director of Philanthropy, this position serves as a frontline relationship manager and fundraiser, executing the Rocky Mountain Conservancy's individual, foundation, and corporate giving strategies with a donor-centered philosophy to ensure a diverse and sustainable revenue portfolio to support the organization's mission. The Development Officer attends in-person meetings and events in the Front Range and to a lesser extent Estes Park events, building awareness and long-term engagement for the Conservancy while also increasing donor revenue and membership. This position will source new grant opportunities and assist with communications.

#### High Level Responsibilities

Relationship Building: Manage a portfolio of active and prospective donors with the goal of securing new and increased gifts. Build relationships with new foundation funders and corporate partners and deepen relationships with existing donors, foundations funders, and corporate partners. Work with the Director of Philanthropy and Donor Services Manager to update and implement a development plan to meet established goals.

Engagement: Represent the Conservancy in meetings, public presentations, communications, and events to build awareness and increase positive perception of the conservancy and its mission.

Major Gifts: Under the supervision of the Director of Philanthropy, execute strategies to increase and retain donors who regularly make gifts of more than \$5,000. Work closely with program directors to harvest donor and foundation funder opportunities. Make calls and schedule visits with donors, corporate partners, and foundation funders to steward interest in the Conservancy.

Grant Program: Works with program and administration staff to source new grant opportunities and revive existing relationships with foundation funders.

Overall Brand Support, Marketing and Communications: In collaboration with the Director of Philanthropy and Communications Associate, assists with the creation and production of publications, including digital and print materials and content. Supports overall communications of organization, including collaboration on social media and other external communications.

Recordkeeping & Reporting: Collaborates with the Donor Services Manager to ensure the donor database stays up to date and assists with philanthropy department reporting and recordkeeping.

### **Essential Duties/Responsibilities**

1. Make calls and schedules visits with existing donors and new prospects to nurture their interest in the Conservancy and lead to fundraising solicitations.
2. Oversee stewardship of major donors including the timely dispatch of donor thank you calls and appropriate acknowledgements, reporting back to donors on their gift impact, and strategically engaging program staff, the Director of Philanthropy, the Executive Director, and Board of Directors when necessary to bolster donor relationships.
3. Organize and implement major donor fundraising opportunities and events (i.e: house parties and major donor events) for the organization.
4. Maximize use of the Conservancy's database and other donor management tools to identify and research major gift prospects.
5. Develop corporate partnerships to raise cash support and in-kind contributions to help meet the Conservancy's mission and fundraising goals.
6. Collaborate with program staff on the management and execution of foundation and grant funding opportunities, including grantor research, applications, reporting, and relationship management.
7. Collaborate on the development of marketing collateral and assets related to fundraising, including print and digital.
8. Supports overall communications of organization, including collaboration on social media and other broad external and internal communications.
9. Prepare reports, statistics, and other documents, and provides general support as needed to support interaction in the field and any needed follow up from the Philanthropy department or other staff members.
10. Manage a Conservancy Speaker Bureau to source and book speaking opportunities for Conservancy staff, including for this role.

### **Essential Duties/Responsibilities**

1. Support and participate in events for external audiences.
2. Other duties as assigned.

### **Supervisory Duties**

Possibility of overseeing philanthropy team interns, fellows, or volunteers at a future date.

## **JOB QUALIFICATIONS**

### **Knowledge, Skill, and Ability**

1. Demonstrated ability to build a culture of philanthropy within an organization and to enthusiastically and successfully engage in one-on-one solicitation and ongoing donor stewardship.
2. Comfort and facility with a wide range of philanthropic work, including solicitation and stewardship of individual, foundation and corporate donors, donors, and potential donor cultivation and research, grant writing, and special events.
3. Detail-oriented and able to think strategically about the organization and its mission goals.
4. Excellent verbal and written communication and interpersonal skills, and an ability to listen to and balance, negotiate and work with a variety of internal and external stakeholders.
5. Knowledge of trends in major gifts giving and solicitation and fundraising campaigns.
6. Working and effective understanding of charitable gift planning.
7. Familiarity with regional and national foundations; existing relations preferred.

### **Computer Skills**

Requires excellent, demonstrated working knowledge of current Microsoft O365, Constant contact, & Meta or similar software. Raiser's Edge database or other donor database experience is preferred. Experience with WordPress, Canva, and Adobe Suite preferred.

### **Education/Experience**

A bachelor's degree and at least two years of experience in professional fundraising and development or equivalent experience preferred. Proven experience in building and maintaining long-term relationships with major individual donors, foundations, and corporations.

### **Material and Equipment Directly Used**

The position requires the use of computerized equipment, telephones and other typical office equipment.

### **Working Environment/Physical Activities**

Some weekend and evening hours are required. Ability to sit for extended periods of time required. Occasional travel in Colorado and nationally may be required.

**NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.**