



520 & 504 21st Street
Glenwood Springs CO 81601
970-945-5195
www.riverbridgerc.org
www.mtnwestsane.org



POSITION DESCRIPTION: Development Director
STATUS: Full-Time, Exempt
REPORTS TO: Executive Director
DATE: May 2019

POSITION SUMMARY

The Development Director is primarily responsible for maintaining and increasing revenue for River Bridge Regional Center (RBRC) and Mountain West SANE Alliance (MWSA) through identifying and engaging with investors and funders, grant writing, and organizing fundraising events. The Development Director works closely with the Executive Director (ED), Board, and staff to determine funding priorities and develop the message content to present to investors and funders. Funds will be raised for the program services, facility, equipment, and capital. The Development Director works as an essential team member with the ED and staff to fulfill the goals and objectives of RBRC and MWSA. This role is about transforming the lives of the children and families we serve and the lives of the investors who support our work.

ESSENTIAL FUNCTIONS

- A. Fundraising: Identifies, cultivates, and solicits funds from foundations, government entities (federal, state, and local), individual donors, businesses, and fundraising events.
1. Foundations, Government, Community Organizations: In collaboration with the ED, responsible for all grant writing, reports and researching new potential funders for general operations, specific programs, and Bridge To Their Futures capital and endowment campaign. Maintains relationships with foundations.
 2. Individual Donors: Develop strategy and timeline for annual giving appeal for RBRC operations and Bridge To Their Futures campaign. This includes tracking renewals, upgrades, downgrades, and lapsed donors. Responsible for maintaining donor database, timely thank you notes, maintaining personal relationships, completing an annual appeal letter, overseeing Colorado Gives Day appeal and maximizing donor retention.
 3. Business Sponsorship and Partnerships: Develop strategy and timeline for ongoing business sponsorship opportunities. Pursue business partnerships.
 4. Fundraising Special Events: Oversee all aspects of planning and coordination for annual fundraising events. Work closely with Board committee, event volunteers, and staff to manage special events of various sizes.
- B. Marketing: Identifies, develops, and promotes marketing messages for RBRC's programs, services, and benefits to children and the community.
1. Oversees RBRC's online presence (website, blog, various social media platforms).
 2. Works closely with ED, Board, and staff to develop and enhance community awareness of RBRC, to reach potential partners and funders in community.
 3. Works closely with the ED and staff to develop and complete the annual report for the organization.

C. Administrative

1. Documents and maintains overall Development Plan.
2. Works with ED and Board to develop and support budget.
3. Maintains grant management database and individual donor database.

D. Teamwork

1. Contribute to professional and positive working relationships with staff and Board members.
2. Understand and demonstrate adherence to organizational mission, vision, and goals.
3. Demonstrate a flexible, reliable, respectful, friendly, and conscientious work ethic.
4. Demonstrate openness to learning and continually improving.

E. Other

1. Possess excellent written and oral communication skills and active listening skills.
2. Ability to engage with people, both individually and in a group setting.
3. Proficiency in software programs: Word, Excel, PowerPoint, etc.
4. Experience working with donor database programs.

EDUCATION AND EXPERIENCE

- A. Graduation from four-year, accredited college or university
- B. Experience in successful grant writing and fundraising
- C. Experience in public speaking
- D. Experience leading capital campaigns

OTHER REQUIREMENTS

- A. Pass background check
- B. Have reliable transportation

The statements contained herein reflect general details as necessary to describe the essential and non-essential functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

To Apply: Please send email to blythe@riverbridgerc.org with the following:

- Cover letter
- Resume

All application information must be received via email – no hard copies will be accepted. Feel free to call for more information. 970-945-5195

For more information about River Bridge, please visit: www.riverbridgerc.org
Mountain West SANE Alliance: www.mtnwestsane.org