



Date Posted: January 3, 2018

Location: Avon, CO

Application Deadline: January 31, 2018

Reports To: Vice President, Development

Compensation: Competitive salary is DOE and includes health insurance, 15 days paid vacation, 12 paid holidays, and 401k plan offered with 3% company match.

Overview

Founded in 1998, Walking Mountains Science Center's mission is to awaken a sense of wonder and inspire environmental stewardship and sustainability through natural science education. As part of a dynamic organization, you will join a team of like-minded, spirited colleagues who are passionate about the mission of Walking Mountains and the impact it's making in the community.

The Position

The **Associate Director of Development** joins the Development team as a dedicated and experienced fundraising professional who manages important aspects of Walking Mountains' annual fund raising campaign, including but not limited to: annual individual giving (up to \$10,000), corporate sponsorship, database management, sponsorship solicitations, donor communication, donor research, donor cultivation, EdVenture membership (\$1K+ donor cultivation), and overseeing special events. This individual is responsible for cultivation and stewardship of donors and oversight of the Development Associate who manages the database, gift entry and provides support for special fundraising events.

The Associate Director of Development will work closely with the Vice President of Development and development team to meet fiscal year fundraising goals.

Responsibilities:

Fundraising

- Provide leadership for the cultivation and stewardship of entry to mid-level gifts and actively prospect for new donors.
- Identify, cultivate and steward a portfolio of 100 to 150 of donors and prospects, opening 20-40 new proposals per year.
- Create cultivation, solicitation and stewardship plans for all assigned prospects and donors.
- Spend 65% of the time meeting in person with prospects and donors.
- Prospect new donors, manage a portfolio of donor base and maximize donor opportunities for fundraising efforts.
- Work with team members, staff and volunteers to identify interests, affiliations and capacity of major gift prospects.
- Oversee important aspects of the annual fund, including personal solicitation, donor relations, stewardship, as well as direct mail to meet or exceed annual fund goals.
- Manage organization's participation in Colorado Gives Day to ensure success.
- Working with the Vice President of Development and development team, determine annual revenue goals and create strategy for achieving them.
- Coordinate annual EdVenture donor stewardship programs in collaboration with the development team.
- Coordinate all aspects of planning, budgeting, timelines, evaluation and final reporting of Associate Director of Development activities.
- Meet or exceed fundraising goals and adhere to expenses

Administrative

- Oversee certain giving and donor relations programs, data entry, gift processing, donor stewardship, and additional aspects of Raiser's Edge software.
- Determine annual giving goals and associated budget working with Vice President.
- Prepare and/or supervise financial fundraising reports for Vice President, President and board meetings.
- Complete contact reports using database software.

Oversee Development Associate

- Provide leadership and mentoring to Development Associate in all support activities for the Development team.
- Oversee management of donor information and maximizing the capacity of the database (Raiser's Edge).

Qualifications

- As a development professional, able to take full ownership of the entry and mid-level donor program and assist in the overall capacity building of the organization.
- Excellent written, oral communication skills and interpersonal skills are essential.
- Strong computer skills and ability to utilize Microsoft Office and donor software program such as Raiser's Edge.
- Hard working, self-motivated, and creative individual with strong special events experience and the ability to manage multiple areas of responsibility. Excellent collaborative skills, team player.
- The ability to perform multiple tasks with effective time management and organizational skills.
- A minimum of five years in development positions is required.
- A bachelor's degree is required.

Knowledge of the local donor community is highly preferred.

Salary and Benefits

- Salary DOE
- Full Health and Dental
- 401K match program

Please submit a cover letter, resume and salary requirements to pattyw@walkingmountains.org by Friday, January 31, 2018.