

**Continental Divide Trail Coalition**  
**Job Description**  
**Development Program Manager**

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**GENERAL STATEMENT OF DUTIES:** The Development Program Manager is responsible for ensuring that CDTC has necessary funding to accomplish its mission and meet the goals stated in the 2017-2019 Strategic Plan. The Development Program Manager will create and oversee the implementation of a strategic approach to fundraising to include major gifts, corporate donations, grant solicitation, and in-kind resources. This senior level position will be a key member of CDTC's team and help build a strong foundation for the future of the organization, its programs, and ultimately support the protection, completion and volunteer stewardship of the CDT. There is anticipation this position will move toward a Director of Development with in 12-18 months.

**SUPERVISION RECEIVED:**

This position works under the direction of the Executive Director.

**SUPERVISION EXERCISED:** Support supervision of the Marketing and Communications Intern and Membership Services Coordinator.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*Plan development program activities:*

- Collaborate with the Board of Directors and Executive Director to create a development plan which increases revenues to support the strategic direction of the organization;
- Implement the development plan in accordance with ethical fundraising principles;
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved;
- Monitor trends in the community or region and adapt fundraising strategies as necessary.

*Organize development program activities:*

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner;
- Develop policies and procedures for development which reflect ethical fundraising practices;
- Prepare and submit grant applications as outlined in the development plan to generate funds for the organization;
- Oversee the planning and execution of special fundraising events as specified in the development plan to generate funds for the organization (i.e. 40<sup>th</sup> /50<sup>th</sup> Anniversary celebrations);

- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities;
- Oversee the administration of Salesforce database which respects the privacy and confidentiality of donor information;
- Coordinate in-kind donations and make decisions regarding the issuing of receipts.

*Staff development program activities:*

- In consultation with the Executive Director, recruit, interview, and select well-qualified development team;
- Engage volunteers for special development projects using established volunteer management practices.

*Manage development program budget:*

- Develop and gain approval for an annual income and expenditure budget for the development program;
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the development activities;
- Monitor expenses and analyze budget reports on development and recommend changes as necessary.

*Promote the organization:*

- Foster an understanding of philanthropy within the organization;
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization;
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts;
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

## **Qualifications**

*Education*

- Four-year degree in Development, Marketing, Communication, Public Affairs, or other related education.
- A certificate in Fundraising Management is an asset.

*Knowledge, skills and abilities*

- Knowledge of fundraising management
- Knowledge of federal legislation affecting charities
- Knowledge of special events planning and management
- Knowledge of the management of volunteer resources

*Proficiency in the use of:*

- Salesforce, Microsoft Office, InDesign, Constant Contact, Facebook, twitter, and Instagram, Donor software programs.

*Personal characteristics:*

The candidate should demonstrate competence in some or all of the following:

- Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities;
- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of CDTC.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Experience**

- At least 3 to 5 years of fundraising and/or development experience in a non-profit required. Demonstrated development performance and increasing responsibility ideal. Prefer experience in marketing, communication and other related areas to support a mission driven cause.

### **Working Conditions**

Must be proficient with Microsoft Word, Excel, Access and Outlook. Sales Force, and graphic design experience a plus. Most possess strong leadership skills and excellent time management skills. Must be able to create and effectively deliver presentations to groups of people. Must be self-directed, organized, detail oriented and flexible and be able to handle multiple projects and manage logistical challenges in a fast paced environment. Must possess good interpersonal skills, be team oriented and enjoy working both autonomously and with others.

The ability to maintain a flexible schedule is necessary. This position requires travel (including some weekends) that may last from a few days to 1 week in duration.

Work is performed both indoors in a busy, collaborative office space where noise and interruptions prevail, and outdoors where environmental elements prevail. Must be able to frequently sit and walk for long periods and distances, stand, climb, bend, kneel, sit, stoop, reach and lift, push or pull. Manual dexterity is required. The ability to talk and hear via the telephone and through face-to-face communication is needed. Vision requirements include near and far acuity. Upper body strength is required to lift/move up to 50 pounds unassisted and 100 pounds assisted. The employee is frequently required to operate a personal vehicle as well as CDTC rental vehicles, therefore current driver's license, auto insurance and clean driving record are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. CDTC is an equal opportunity employer. All individuals are encouraged to apply.

Individual will work out of CDTC headquarters in Golden CO, from a home office and from remote locations along the CDT. Travel is required.

**RATE OF PAY:** TBD (Salaried, year round position)

**EMPLOYMENT TIMELINE:** Start date by February 15, 2018

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### **Interested?**

To Apply: Please email a copy of your Cover Letter and Resume to Teresa Martinez, Executive Director, [tmartinez@continentaldividetrail.org](mailto:tmartinez@continentaldividetrail.org) with the subject: *Development Program Manager Position* by **December 19, 2017**