



2241 Commerce Blvd
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970.256.7650

DEVELOPMENT MANAGER

Job Description- April 2022

Formed in 1980, Western Colorado Alliance for Community Action brings people together to build grassroots power through community organizing and leadership development. The Alliance works for a future where engaged local voices are leading communities across western Colorado that are healthy, just and self-reliant.

Development Manager's Role within the organization

The Development Manager will report to the Alliance's Executive Director and will work with the Executive Director to plan, organize, and execute Western Colorado Alliance's external and internal fundraising programs. The Development Manager works closely with The Executive Director and the Board of Directors in all development and fundraising endeavors.

Qualifications

- Commitment to Western Colorado Alliance's mission, vision and values
- Understanding of grassroots organizing and grassroots fundraising
- Strong interpersonal, speaking and writing skills
- Familiarity and experience working CRM systems, or with donor management database systems
- Ability to get along well with people from diverse backgrounds
- Displays a positive attitude, shows concern for people and community, demonstrates presence, self-confidence, common sense and good listening ability
- Ability to work independently, think strategically, be organized, and follow through on tasks
- Have the desire to get out of the office and build external relationships
- Be a self-starter and goal-driven to initiate donor visits and fundraising calls
- 3-5 years of professional fundraising experience
- Digital design skills are a plus

Specific Responsibilities

The main responsibilities of the Development Manager are to work with the Alliance staff team and the Board of Directors to grow our major gifts and grassroots fundraising program, write and manage grant proposals and reports, organize our Mountainfilm fundraising event, other fundraising events as needed, and help develop fundraising strategies for the long-term sustainability of the organization.

- 1) Work with the Executive Director and WCA Board to ensure the long-term financial stability of the organization**

- Work with the Executive Director and Fundraising and Development Committee to develop the annual Alliance budget and fundraising plan, identify staff and member roles and responsibilities.
- Work with the Executive Director, Alliance staff team and Board to increase the percentage of the Alliance's annual income from grassroots sources.
- Staff and manage the Board's Fundraising and Development Committee.
- Explore other long term income strategies (endowments, planned giving, earned revenue, etc.).

2) Work with the Executive Director, Membership & Engagement Coordinator and WCA staff team to develop and execute WCA's internal fundraising plan

- Grow the Alliance's major gifts program including identification, cultivation and solicitation of major donors.
- Work with Membership and Engagement Coordinator to oversee prospect research.
- Work with the Executive Director to write and send direct mail and email appeals.
- Work with the Membership & Engagement Coordinator to grow the Alliance's base of small donors/members.
- Lead the Mountainfilm Fundraising Committee to plan and execute the Alliance's yearly fund and "friendraiser," including a silent auction.
- Work with the Executive Director, team and member leaders to plan and execute house parties, our Lobby Luncheon, and other donor focused events throughout the year.
- When appropriate, work with the organizing team to execute online giving campaigns (such as the West Slope Youth Voice peer-to-peer social media fundraiser).
- Coordinate the Alliance's Colorado Gives Day campaign.

3) Work with the Executive Director to develop and execute WCA's external fundraising plan

- Work with the Executive Director and appropriate organizing staff to develop grant proposals.
- Work with the Executive Director and appropriate organizing staff to finalize and submit interim and final grant reports.
- Work with Executive Director to maintain communication with foundation personnel.
- Work with the Executive Director to do foundation research and cultivate new foundation prospects.
- In consultation with Executive Director, prepare and submit proposals and letters of inquiry to foundations, churches and other granting organizations.
- Arrange site visits and appointments with current and prospective grantors.
- Maintain grant records in electronic and paper files.
- Work with organizers and Organizing Director to ensure that strategies and budgets for grants are current.
- Maintain grant attachments.

4) Maintain and upkeep WCA's philanthropic tools and materials to assist with fundraising activities

- Manage and upkeep the Alliance's Guide Star profile.
- Manage and update Salsa CRM data and donor profiles, with the assistance of the Membership and Engagement Coordinator.

- Make calls to donors to update giving information as needed.
- Maintain donor acknowledgment & recognition system.
- Work with Finance Administrator and Membership & Engagement Coordinator to maintain, standardize and systemize donor data across our digital giving platforms.
- Work with the Executive Director and Communications Coordinator to develop quality and current fundraising materials, such as the Annual Report, and other collateral as needed.

5) The Development Manager, as all other staff, is responsible for performing the administrative tasks necessary to accomplish their job. This includes, but is not limited to the following:

- Fill out monthly time sheets and other office paperwork, as appropriate (e.g., requests for leave, sick leave, reimbursements).
- Write *Clarion* newspaper and website articles (on subjects appropriate to the position).
- Help with mailings.
- Assist with membership renewal follow-up calls.
- Participate in and assist with fundraising trainings for staff, member leaders, and other members for their leadership development.
- Attend staff meetings, board meetings, the Alliance's Annual Conference, Western Organization of Resource Council staff meetings, and other meetings and events as requested.
- Take on additional assignments when other staff persons are absent and as requested.

Physical Requirements

Prolonged periods of sitting at a desk and working on a computer, ability to physically travel and meet in person with donors and prospects, ability to help set up and attend public events and functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidate may be remote, but the organization's preference is to find a person who lives in western Colorado, and ideally the Grand Junction area.

Salary and Benefits

The salary range for this position is \$58,000-\$61,000 annually depending on experience. Benefits include a group health insurance plan (including dental and vision), a generous paid time off package and contributions to employee's retirement, professional development opportunities and a sabbatical is available to long-term employees.

Application must include:

- Cover letter
- Resume
- Contact information for 3 professional references
- A fundraising writing sample

Deadline to Apply

Deadline to apply is May 20, 2022, but will be pushed back as needed in order to find the appropriate candidate.

Equal Opportunity Employer

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Western Colorado Alliance is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.

COVID Policies:

Western Colorado Alliance staff are in frequent contact with residents in our communities. Western Colorado Alliance's staff is currently 100% vaccinated to safeguard the health of our employees, their families, our members, and our communities from COVID 19. We encourage our staff to get vaccinated to ensure safety and public health standards in our office. If you have any questions about our safety policies, please contact us at info@westerncoloradoalliance.org.

Apply

Please send cover letters and resumes to hire@philanthropyexpert.org.

All documents should be in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf).