



a seriousfun camp

Development Manager

Title: Development Manager

Department: Development

Reports to: Associate Development Director

Position Summary: The Development Manager is responsible for implementing strategies and tactics related to annual individual donors, supporting special events, donor cultivation events and supporting other giving strategies and functions of the RRR Development Team. This position is responsible for planning and implementing strategies and practices that nurture, solicit and steward existing and prospective donors, both through individual giving, sponsorships in special events and in some instances corporate and foundation gifts. The individual will represent RRR to various external constituents and have personal objectives for raising gifts related to individual giving.

Location: This position is based at the Roundup River Ranch campsite in Gypsum and requires travel throughout the Vail Valley, travel to Denver and other Front Range locations, throughout the state and within our geographic region.

Qualifications: Specific qualifications include an undergraduate degree from an accredited college or university; a minimum of 3 years' general employment experience is preferred along with at least 1 year working in a fundraising role. Preference will be given to those candidates with intermediate to advanced knowledge of computer systems and databases, knowledge of Raiser's Edge, and personal solicitation and program development experience. Candidates should have a proven and successful track record of individual solicitation, direct mail campaigns, grant writing, and fundraising and excellent written and verbal communication skills. Word processing and spreadsheet knowledge is required. Candidates should have the ability to build relationships and connect with donors on a level that is professional and shares the stories of Roundup River Ranch in a compelling manner. Strong organizational skills and the ability to establish priorities are essential.

Additionally, the successful candidate will have a high level of analytical ability; multi-tasked manner of thinking; will be self-motivated and directed; possess excellent administrative skills, high motivation, a proven ability to produce results in a highly deadline-oriented environment; attention to detail; self-confidence leading to creativity that will further elevate Roundup River Ranch's fund development programs; extremely strong interpersonal skills, particularly regarding the judgment, discretion, confidentiality, patience, and understanding necessary for dealing effectively with a diverse body of volunteers, donors, physicians and professional colleagues; independence; a strong team orientation toward both internal and external constituents; and ability to learn new software. Candidates should have a strong passion for the camp's mission.

Key Responsibilities:

Fundraising:

- Develop and implement donor strategies for Roundup River Ranch with the goal of increasing individual donor support by 10% within the first 18 months.
- Increase donor retention by 10% through donor cultivation and stewardship.
- Develop and manage monthly giving strategies and programs.
- Using the donor pipeline, follow a Moves Management process to steward donors and cultivate donor prospects.
- Develop a plan for cultivation and donor acquisition and create a process for tracking relationship and communication statuses with individual donor prospects.
- Develop campaigns and new strategies to steward and cultivate existing and new donors for Roundup River Ranch, including but not limited to: creating a monthly giving program, creating and sending out personalized communications to donors throughout the course of the year, and creating and sending bi-annual stewardship reports to donors.
- Make 5-8 meaningful donor contacts/touch points weekly with donors in the pipeline to continue moving relationships forward.
- Develop, promote and manage Monthly Giving Program through online giving and monthly giving campaigns.
- Nurture and steward relationships with existing donors, with the intention of retaining and upgrading donors as the relationship progresses.

- Schedule and manage camp tour process throughout the course of the year by working with the Development team and the Camp team to ensure good communication across all parts of the organization.
- Work with the Development & Marketing team to establish annual fundraising campaigns (i.e. A&F Challenge, Countdown to Camp etc.) that support various donor demographic.
- Work in partnership with the marketing team to ensure fulfillment of donor partnerships for the purpose of stewardship reporting and fulfillment based on the donors within your portfolio or as assigned.

Special Events

- Work in conjunction with the DODM and Associate Development Director to schedule, plan and implement successful cultivation events throughout the course of the year, including organizing guest lists, handling invitations, arranging event logistics, and communicating with cultivation event hosts.
- Partner with the Special Events Coordinator to ensure seamless support for donors within your portfolio at signature and cultivation events.
- Take the lead on organizing and executing 3rd Party events with community partners. Work in partnership with the Special Events Coordinator to support logistics of 3rd Party events.
- Assist in solicitation of assigned target prospects and accounts in conjunction with special events.

Other Duties as Assigned

Application and Nomination: Review of applications will begin immediately and will continue until the position is filled. Please visit Roundup River Ranch's website at www.roundupriverranch.org to apply. Please include a resume and cover letter in your application.

Roundup River Ranch is an equal opportunity employer