



Development Manager Role Summary:

The Outdoor Lab Foundation seeks a Development Manager to support our individual giving and grant writing programs. The individual giving program includes annual fund, monthly, and major gift donors. The grant writing program includes grant maker research, grant writing, reporting, and stewardship. The successful candidate will develop/maintain industry standard processes and systems for high quality operations of donor management and work with the Executive Director, Community Relations Manager, and the Board of Directors on strategies to find, cultivate, secure, and steward donors. The position will primarily focus on individual and foundation relations; directly working with funders to connect them more personally to the Outdoor Lab Foundation. The position will also support other projects and programs as needed by our small team. The systems and processes developed within this position shall work for, and integrate with, all donor types the Foundation enjoys.

Other initiatives include, but are not limited to, engaging with schools, increasing effectiveness of volunteer engagement and recruitment, playing a key role in event success, and coordinating strategic communications for the organization. The successful candidate will use their experience, talent, and passion for the mission to grow annual fund revenue, improve database management and reporting, and strategize with the team to foster effective donor stewardship. The Development Manager also assists with the planning and logistics necessary for successful special events.

Essential Duties and Responsibilities:

Individual Giving (40%):

- Coordinate with team to steward and cultivate new and existing donors - with the goal of repeat gifts and deeper engagement in the work of the Foundation.
- Manage and implement strategies for donor mailings, email cultivations, and e-appeals to secure individual contributions.
- Manage an integrated stewardship plan for various donor constituencies including annual fund, monthly donors, and Legacy Society.
- Collaborate with contract accountant to ensure alignment with QuickBooks data and donor records in Bloomerang.
- Generate on-brand strategic communications and marketing materials to connect donors to our work. Annual Reports, Program Reports, Infographics. Working knowledge of Canva design software.
- Generate timely and accurate reports from donor database to inform fundraising plan and strategies.
- Oversee all gift acknowledgement processes and collaborate with teammates to make sure donors are feeling valued and appreciated.

- Maintain the highest ratings on third-party charity review sites – Charity Navigator, Guidestar, etc.
- Maintain the requirements to participate in federal, state, and local employee giving campaigns, Colorado Gives Day, etc.

Grant Management (40%)

- Work alongside the Executive Director and key staff to produce grant proposals and manage grant awards.
- Lead proposal development and submission including being a primary author of grants.
- Prepare grants with an emphasis on the audience receiving the proposal – i.e. corporate foundation, private foundation, governmental entity, etc.
- Collaborate with Outdoor Lab sites, Jeffco Schools, and other stakeholders to align grant proposal goals.
- Develop/organize supplementary materials for grant submissions.
- Develop and maintain a calendar for grant cycles, submissions, reporting deadlines, and deliverables.
- Maintain accurate and detailed electronic contract and grant files for each funder.
- Identify fundraising opportunities and conduct prospect research on potential public and private donors.
- Prepare letters of inquiry for prospective funders.

Event Support (10%)

- Contribute as a key member of the team in the overall execution of After Dark. This event is held annually and hosts approximately 200 attendees and raises over \$100,000 for the organization.
- Identify donors, stakeholders, and prospects that should attend After Dark.
- Interface with staff to support ticket sales, acquisition of auction items, creation of event marketing materials, and run of show.
- Assist with planning and execution of small events and ‘friendrasers’ as necessary.

Admin/Misc (10%)

- Manage the Foundation’s donor database (Bloomerang), ensuring accurate donor data in and out.
- Serve as donor database subject matter expert, with responsibility for protocols, data entry systems, fixing errors, gift processing and report writing.
- Work with the Executive Director and staff to manage and implement the systems supporting the Foundation’s fund development operations – database, website, communications, etc.
- Website maintenance and support.
- Field and reply to inquiries via telephone and email.

Knowledge, Skills and Abilities Desired:

- Bachelor’s degree in a related field or equivalent work experience.
- Five years’ experience working in nonprofit development preferred.
- Personal and professional interests and values consistent with Outdoor Lab Foundation.

- Background or demonstrated interest in fundraising, recruitment, sales, business development, or marketing/communications.
- Strong computer skills, including but not limited to Word, Excel, PowerPoint, and SharePoint.
- Experience using fundraising databases and/or accounting software such as Bloomerang, QuickBooks, Salesforce, GiveSmart, Classy. Experience with database improvements, troubleshooting, and reporting highly desired.
- Experience managing donor portfolios.
- Public speaking and presentation skills.
- Ability to balance competing priorities with grace and consistently deliver high quality products against a tight timeline.
- Strong written and verbal communication skills to share organization's mission and priorities.
- Strong work ethic, self-starter, comfortable working both with close direction and on your own.
- Excellent time management and problem-solving skills.
- Exceptional organizational skills and attention to detail.
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board /committee members, donors, and volunteers.
- Ability to maintain a high level of confidentiality.
- Occasional flexibility to work longer hours, evenings and weekends as needed.
- Strong computer skills and ability to become proficient in new software and online tools.
- Comfortable giving and receiving feedback.
- Ability to inspire passion for our program.
- Demonstrated ability to provide exceptional customer service to donors and stakeholders.

Application Process:

- Please send cover letter and resume to Bryan Martin, Executive Director by April 30th 2024.
- Email only to: bryan.martin@outdoorlabfoundation.org.
- Reference your candidacy by placing "Development Manager" in the subject line.

Compensation Overview:

- Anticipated salary range for this position - \$60,000 - \$70,000 per year.
- Position provides full health benefits, life insurance, and 3% IRA match.
- Flexible Hours – Friday Work from Home policy.

Organizational Overview:

The Outdoor Lab Foundation works in public-private partnership with Jeffco Public Schools to support the district's longstanding Outdoor Lab Program. Outdoor Lab provides weeklong residential camp experiences for every sixth-grade student and has served as a rite of passage for thousands of students who have grown up in Jeffco. In addition to the 5,000 sixth-graders who participate each year, the program recruits 1,000 high school students to serve as weeklong volunteer instructors, and 40 upperclassmen to serve as semester-long interns. For more information on our work, please visit www.outdoorlabfoundation.org.