



**Title:** Development Director

**Reporting to:** CEO

**Direct reports:** Development Coordinator

**Job Purpose:** The Development Director is responsible for driving fundraising results, while ensuring that the donor experience of giving to Challenge Aspen is satisfying and rewarding. The Development Director will also be responsible to ensure that donor requests are honored. The primary function is to cultivate relationships with current and potential donors and sponsors and to oversee the grants process and collaborate with Events Manager on fundraising events, working closely with the CEO to help strategize, implement and support a successful and sustainable development plan.

**Job Status:** Full-time, year-round

**Key Responsibilities and Accountabilities:**

- Create and execute a successful donor and sponsorship cultivation, stewardship and donor retention plan.
- Nurture relationships with and increase support from local and national business partners while researching, identifying and cultivating new partners and sponsors
- Develop and manage existing and new relationships within Challenge Aspen's current community of donors/supporters
- Working with the Marketing Coordinator, develop and oversee strategies, timelines, creation of print and digital collateral for the Annual Appeal campaign, grants, membership appreciation and sponsorship retention efforts
- Create project-based budgets for Annual Appeal, National Council, and other new, creative opportunities
- Manage and direct the Development Coordinator including strategizing and managing grant applications and reports
- Generate live auction leads and registrations for Challenge Aspen fundraising events
- Work with the Events Coordinator and CFO to develop revenue goals and objectives for events
- Work closely with the Volunteer Program Manager to identify and create opportunities for volunteers to become donors
- Working with the Events Manager, create short-term and long-term development strategic plans, including small and large events.
- Responsible for the coordination of creating the annual report
- Utilize the CRM (Neon) to accurately record, manage and report on contacts, prospects, donors and events
- Act as Manager on Duty when requested

- Assist with other organizational tasks and special events as needed
- Other duties as assigned

**Qualifications, Attributes & Key Success Factors:**

- 6+ years in for-profit or non-profit sectors of Business Development with a proven record of fundraising success and donor cultivation and stewardship
- Experience in supporting annual organizational budgets
- Proven track record with closing large complex gifts preferred
- Focus on outstanding customer service
- Proficient in Excel, Word, Mac applications, Google, & CRM databases
- Be detail oriented and utilize effective time management skills
- Ability to multi-task in a fast-paced work environment
- Enjoy working as a team member as well as ability to work independently
- Continually prospect, locally and beyond for new opportunities to extend Challenge Aspen’s outreach; ability to think creatively
- Good solid decision-making skills and judgement
- Strong communication skills and professional demeanor
- Be able to take direction and be open to feedback
- Possess strong organizational skills
- Self-starter
- Ability to adapt quickly and graciously to change
- Ability to provide and promote exceptional customer service and communicate effectively with a variety of individual personalities
- Be an active, positive member of the management team
- Be a role model and offer assistance to others when needed
- Passion for and commitment to the Challenge Aspen mission
- Understanding of various disabilities and behaviors a plus
- Maintain a sense of humor and remember the mission behind your hard work
- Adhere to the environment of L I G H T
  - Loyalty
  - Integrity
  - Generosity
  - Honesty
  - Trust

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_