



## Director of Development

**Classification:** Full-time, eligible for benefits. Non-exempt.

**Reports to:** Executive Director

**Salary:** \$65,000-70,000 (+\$1000 for bilingual proficiency in Spanish + English )

**Benefits:** HSA after 1 month FT, Annual leave including paid holidays, vacation days, and sick leave; flexible schedule; paid professional development opportunities; employer 401K contribution after 1 year; opportunities to work from home up to 50% time; supportive and innovative work culture.

**Location:** Leadville, CO

**ABOUT THE ORGANIZATION:** Cloud City Conservation Center (C4) *fosters pathways to a healthier planet and community through initiatives that inspire the conservation of our natural environment.* We are a nonprofit organization based in Leadville, CO and serve the community members of Lake County. Our vision is *Healthy Planet, Healthy People.* Our Core Values are *Climate Action, Connection, Community Resources and Culture of Equity & Inclusion.* Our four main areas of programming are energy efficiency, environmental education, waste diversion and sustainable food. We encourage you to learn more about our work at [www.c4leadville.org](http://www.c4leadville.org).

**ABOUT THE POSITION:** C4 works at the intersection of health equity and environmental justice to implement community led solutions for climate change and the issues it exacerbates in Lake County, CO. The Director of Development is responsible for supporting a strong financial future for C4 in partnership with C4's Executive Director along with effectively sharing C4's impact with funders, partners & our community. Currently our budget for 2024 is \$1.3 million. This position will work collaboratively with the Executive Director to grow and expand C4's existing funding streams and establish new opportunities through grant writing, donor cultivation, and fundraising events. They will oversee C4's organization-wide messaging and outreach including social media, newsletters and marketing efforts. This position does not currently have any direct reports; however, they are responsible for overseeing contractors related to the implementation of this role.

This is a full time, year-round position. Given the collaborative nature of the organization, there will be some weeks that are more than 40 hours/week and may include evenings, weekends, and holidays. This position requires in-person presence in Lake County, CO.



## JOB RESPONSIBILITIES:

- **Fundraising, Grant writing and Management (50%)**
  - Maintain a development schedule that includes grant proposal and reporting deadlines, fundraising events and campaigns, and meetings with funders, program officers, and donors.
  - Collaborate with the Executive Director to determine annual fundraising goals aligned with organizational budget and goals.
  - Identify new funding opportunities and secure long term program-specific and unrestricted funding through successful grant proposals that align with and sustain organizational priorities.
  - Write high-quality grant proposals that combine strong written storytelling with quantitative and qualitative local and statewide data.
  - Collaborate with C4 staff and partner agencies on funding opportunities.
  - Develop and maintain a deep understanding of Lake County environmental and health equity data as related to C4's work and in partnership with community partners.
  - Write and submit grant reports, meet with funders and ensure that reporting requirements are met throughout the duration of grant projects.
  - Ensure that C4's data tracking aligns with funder and grant reporting requirements.
- **Individual Donor Fundraising & Fundraising Events (30%)**
  - Create and manage a donor database for the organization.
  - Maintain and foster relationships with existing and new donors in partnership with the Executive Director.
  - Support the organization and implementation of annual Harvest Dinner farm-to-table fundraiser (September 27th, 2024), including preparation and day-of operations.
  - Manage marketing and outreach efforts for year-end giving campaigns, including Colorado Gives Day (December) and Giving Tuesday (November).
- **Storytelling, Organizational Outreach & Marketing (20%)**
  - Share C4's impact through storytelling with our community, funders and partners including our annual report and monthly newsletter.
  - Manage C4's marketing including all digital platforms and/or digital marketing contractors.
- **Shared Mission and Vision**
  - Personal commitment to, and ability to educate others about health equity, environmental justice, racial justice and C4's mission.
  - Attend and assist with implementation of organizational events and activities as requested.

**PREFERRED QUALIFICATIONS:**

- Background in nonprofit work with previous experience in fundraising, grant writing, and donor cultivation.
- Experience engaging in systems change, developing, coordinating, and supporting community initiatives, particularly related to environmental justice and health equity.
- Organized, diligent, and able to prioritize a varied workload.
- Excellent communication skills and willingness to communicate with a variety of audiences.
- Proficiency or willingness to learn Microsoft Word, Excel, Power Point, Adobe Creative Suite, G-Suite, Mailchimp and various digital marketing platforms.
- Bilingual in English and Spanish, both verbal and written.
- Bicultural in Latin and American culture.
- Valid driver's license and ability to drive to locations in Lake County.
- Personal commitment to sustainability.
- Knowledge of, and commitment to, the Lake County community—or a passion for developing this knowledge and commitment.

**IDEAL CANDIDATE PRACTICES:**

- Clear, solution-oriented, and respectful communication (written, digital and verbal) with leadership, co-workers, farm staff, volunteers and community members.
- Collaborative. Able to work with diverse community leaders and community members.
- Leading by example with work ethic, punctuality, and professional demeanor.
- Self-direction and initiative, with demonstrated attention to detail.
- Teamwork is paramount. All Cloud City Conservation Center leadership staff and personnel are required to participate in routine team meetings, performance reviews and strategic planning.
- Ability to successfully coordinate multiple concurrent projects and prioritize appropriately.

This job description synthesizes key responsibilities, but does not necessarily capture all applicable job duties.

**ADDITIONAL INFORMATION:**

Cloud City Conservation Center is an equal opportunity employer. We are committed to equity, inclusion and diversity in our hiring and employment practices and strive to create an environment that is conducive to collaboration and respect for difference.



**TO APPLY:**

Please email a resume and cover letter to [emily@c4leadville.org](mailto:emily@c4leadville.org). All cover letters should address: 1) why you are interested in working at Cloud City Conservation Center, 2) your desire to work with the Leadville and Lake County community and/or why you are interested in relocating to Leadville or Lake County if you do not currently live here, and 3) your professional experience working in fundraising and track record of success with individual donors, corporate donors, and grants.

The position is open until filled, but to be considered in the first round of interviews, **please submit your application by EOD April 14th, 2024.**

**QUESTIONS:**

We are more than happy to answer any questions that will help applicants better understand our organization and this position. If you have questions that we can help answer, please reach out to Emily Olsen, our Executive Director, at [emily@c4leadville.org](mailto:emily@c4leadville.org).