



# Development Director

COLORADO RIVER ALLIANCE

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## Introduction

Colorado River Alliance is seeking a Development Director. The role of a Development Director varies depending on the organization and mission. Outlined below are a few elements that are specific to this opportunity:

- This is a small shop fundraising opportunity; the Development Director will be a department of 1 for at least six months. You will love this opportunity if you are interested in all aspects of fundraising and enjoy participating in and/or leading different types of fundraising each week.
- The Executive Director is a CFRE, heavily involved with AFP, and understands fundraising. Although you are a department of 1, you have the support of someone who has been a fundraiser and wants you to succeed! If you are excited about learning and growing while also having a lot of responsibilities and freedom, this is a great opportunity.
- The team is small and growing. You will be joining two program team members and the ED, along with several contractors – a small but mighty team! An additional fundraising team member is budgeted this fiscal year, and you would have the chance to hire for that position after your first six months on the job.

## Background

The Colorado River Alliance (the Alliance) is a small, non-profit organization that champions the long-term vitality of the Colorado River through education and engagement activities. More info at [www.ColoradoRiver.org](http://www.ColoradoRiver.org). Reporting to and in partnership with the Executive Director, the Development Director is responsible for implementing the organization's fundraising efforts, including creating and evaluating the annual development plan.

## Job Responsibilities

- Implement annual development plan to meet the annual budget (\$750k), including the cultivation, solicitation, and stewardship of individuals, foundations, government agencies, and corporations.
- Work with the Executive Director and Committee Chairs to coordinate and manage the work of the Gala Committee (which includes both Board and community members) and ensure a successful gala.

- Develop, coordinate, and execute individual giving campaigns, including direct mail, e-solicitations, phone solicitations, special events, monthly giving club, and other strategies.
- Develop, coordinate, and execute corporate giving and sponsorship campaigns.
- With the ED, coordinate grants management, including research, proposal writing, reporting, and cultivation and stewardship of staff at granting entities.
- Work with the Executive Director to develop and maintain ongoing relationships with major donors and ensure that the Alliance “closes the deal” on major gifts.
- Oversee the organization and management of special events, including the annual gala, membership event, River Heroes of the Highland Lakes, and other fundraising and stakeholder-engagement activities.
- Using eTapestry, maintain meticulous development records, perform regular gift processing, and ensure acknowledgement of all gifts in a timely fashion.
- Supervise fundraising contractors, development volunteers, interns, and eventually full-time Development Coordinator/Manager.
- Assist in organizational planning and report regularly on progress toward goals.
- Coordinate the design, production, and distribution of development materials, including brochures, letters, inserts, event- and program-sponsorship packages, and invitations.

### **General Alliance Responsibilities**

- Support Alliance staff during “all hands-on deck” programs, like the Annual Lake Travis Underwater Cleanup.
- Represent the Alliance to the public and help spread the message and mission.
- Be a team player and help with tasks associated with the running of a small office such as answering the phone, making copies, stocking the office, filing, keeping the kitchen area clean, coordinating meeting logistics, etc.
- Provide support for the Executive Director and Board members as requested.
- Support social media and online communications content creation with other team members.
- Take on non-traditional development tasks as needed, such as running errands for events, assisting with creek clean-ups, participating in outdoor recreational programs, etc.

### **Minimum Requirements**

- A minimum of five years’ experience leading and implementing fundraising activities, with demonstrable success in planning, implementing, and evaluating diverse development functions, along with personally soliciting and securing sponsorships and gifts.
- Understanding of and commitment to the AFP Code of Ethics for Fundraisers.
- Passion for the CRA mission and a love of Texas natural resources and waterways.
- Professional demeanor, stellar communication skills, demonstrated integrity, and excitement for both teamwork and individual accountability.
- Experience with eTapestry or a similar donor database.

*The Colorado River Alliance is committed to providing a non-discriminatory employment environment for its employees. As an Equal Opportunity Employer, we do not discriminate on the basis of age, religion, gender identity, sexual orientation, ethnicity or national origin, socioeconomic class, or physical impairments.*

*Excellent benefits include paid health, dental, and vision insurance; generous PTO & Holiday program; potential for employer retirement contributions; potential for annual company-wide bonus; a flexible work environment; and an office on Lady Bird Lake. This position requires occasional in-state travel and occasional lifting of objects up to 40 lbs.*

*The salary range for this position is \$55,000 - \$75,000 annually.*

*Applications, including a letter of interest, a resume, salary expectations, and three references, will be accepted online only. Please follow this link to apply:*

*[https://coloradoriveralliance.formstack.com/forms/developmentdirector\\_application](https://coloradoriveralliance.formstack.com/forms/developmentdirector_application)*

*Applications will be reviewed as they are received, and the position is open until filled.*