LIFTUP of Routt County

Director of Development

JOB DESCRIPTION

Job Title	**Director of Development**
Employment Status	Full-time (40 hours per week), Exempt
Reports to	Executive Director
Annual Salary	$65,000 DOE
Benefits	Paid holidays, Vacation, Sick Leave; 401(k); Vision Insurance; Supplemental Accident and Hospital Indemnity Insurance; Employer-Paid Premium for the following: Medical and Dental Insurance, Short- and Long-Term Disability Insurance, Term Life Insurance,
Key Accountabilities	1. **Secure revenue, in-kind donations, and build donor relationships** (individuals, corporate and churches/religious organizations) 2. **Research and explore new opportunities** to secure funding 3. **Create and oversee the execution of fundraising strategies, annual fundraising campaigns and events** 4. **Manage and oversee donor relations, donor benefits and donor data**
General Description of Position	**DIRECTOR OF DEVELOPMENT:** Under the supervision of the Executive Director, the Director of Development, located in Routt County, will lead donor relations, and fundraising initiatives that effectively incorporate LiftUp's mission. The scope of responsibility includes working with LiftUp's Marketing team to develop compelling communications and communication strategies, update existing donor databases, develop and execute fundraising campaigns annually, communicate with current and prospective donors, cultivating community awareness and relationships, work with LiftUp staff and donors to evaluate the effectiveness of donor communications, donor benefits, and donor knowledge of LiftUp, and work with staff to improve communication strategies and benefits, and partner with LiftUp staff and Fundraising Committee on fundraising strategies and donor benefits.
Essential Duties	• Collaborates with the Executive Director to create clear objectives, strategies, and goals for Development (Community Awareness, Fundraising, Donations & Donor Development), resulting in a Development Plan. • Collaborates with the Executive Director and LiftUp Leadership Team to ensure consistency in LiftUp's culture and strategic direction. • Attends monthly staff meetings, weekly and other management and leadership team meetings and participates in trainings as needed and required. • Partners with the marketing director on communication strategies, community engagement, website updates, newsletters, and events. Develops and implements annual fundraising program(s) and events with the Executive Director and Fundraising Committee. • Identifies prospective individual and corporate donors, develops strategies to cultivate those relationships and follows through with cultivation. • Engages volunteer leaders and LiftUp staff in prospective donor identification and solicitation, as appropriate, to extend impact and avoid duplication of outreach. • Achieves fundraising goals and ensures implementation of best practices in cultivation, solicitation, acknowledgment and stewardship of current and potential donors. • Researches donor relation programs at local, state and federal organizations. • Ensures timely and accurate report deliveries to funders and Executive Director.

	• Maintains internal and external Donor database(s) and prepares donor correspondence. • Consults with Leadership Team and crafts strategy and plan of cultivation for community outreach opportunities, and implements plan, avoiding overlap. • Serves as the liaison to various identified community organizations as needed. • Collaborates with the Executive Director, Capital Campaign Coordinator and Fundraising Committee to plan funding for expansion opportunities. • Meets quarterly and annual goals agreed upon with the Executive Director. • Participates in Committee Meetings and Conference Events, as appropriate. • Collaborates with Director of Finance to prepare annual budget of Development operations. • Working with the Executive Director and marketing team, designs and sends out e-newsletters, as needed. • Orders and sends donor swag to donors as warranted. • Performs other duties as requested by the Executive Director.
Minimum Requirements	• Relevant college degree or equivalent work experience in the Development area. • Experience with: Developing Donor Relationships, Managing Processes, Statistical Analysis, Developing Budgets, Financial Planning and Strategy. • Strong verbal communications skills and demonstrated ability to write clearly and persuasively and to think quickly. • Commitment to donor satisfaction and customer service. • Creativity, flexibility and, upbeat "can-do" attitude. • Sound judgment, impeccable ethical principles with an ability to maintain discretion and respect confidences. • Ability to define problems, collect and enter data, establish facts and draw valid conclusions. • Ability to function independently and think strategically, while functioning as an effective team player with the LiftUp staff. • Skilled at prioritizing workload, managing multiple tasks and meeting tight deadlines. • Proficiency with Microsoft Office Suite, Google, Canva and website development. • Ability to speak Spanish preferred. • Ability to work comfortably with people from various socio-economic, racial and cultural backgrounds. • Valid Colorado driver's license. • Ability to satisfactorily pass background check.
	October, 2026