



Development Director

Friends of the Colorado Avalanche Information Center

The Friends of the Colorado Avalanche Information Center (Friends of CAIC) is a 501(c)3 group whose mission is to support the Colorado Avalanche Information Center and avalanche safety in Colorado.

The Colorado Avalanche Information Center (CAIC) is a program within the Colorado Department of Natural Resources tasked with reducing the impact of snow avalanches on recreation, industry, and transportation. The program receives funding from the Colorado Department of Transportation, the Colorado Severance Tax Fund, and cash funding via contracts, grants, and donations, most of which come from the users of the forecasting and educational services. The CAIC is dependent on a successful fundraising effort in order to carry out its mission.

Mission statement

The Friends of the Colorado Avalanche Information Center is a non-profit 501(c)3 organization created to support the CAIC, while contributing to avalanche awareness and education throughout the State of Colorado. As more people venture into the Colorado backcountry and as more people are in need of avalanche awareness training for their personal safety, there is a need to continually grow the revenues available to the CAIC to keep pace with demand for its forecasting and education services. We achieve this mission via grant writing, seeking donations, and fundraising events.

The Position

The Friends of CAIC is looking for an experienced, creative, fundraising professional to join our team as our Development Director. This position requires a strong passion for avalanche safety and the desire to work for an organization that seeks to grow the Colorado Avalanche Information Center's program of avalanche forecasting and education. The Development Director will lead our fundraising efforts across all our categories, including individual giving, public and government grants, foundations, and special events.

This position will be responsible for identifying and motivating first-time and current major donors, assisting the Executive Director with liaising and developing new initiatives with existing corporate sponsors, and identifying new partnership opportunities. We are looking for a thought leader in developing compelling messages and stories to solidify and expand our core relationships. The Development Director will solicit new opportunities to receive grant funding, prepare grant submissions and file reports. This person will join the Friends of CAIC as a vital part of the leadership team, helping to craft budgets, strategic plans, and making sure we creatively and efficiently integrate fundraising objectives into all our mission-driven work.

We are looking for a creative, critical thinker that is not restricted by conventional fundraising. Your passion for sharing and showcasing personal stories will impel donors, institutions and guests to support avalanche safety in Colorado.

Specific Responsibilities include:

- Establishing an annual fundraising plan that meets or exceeds the revenue needed to fulfill our mission of supporting the CAIC and our annual operating plan.
- Identify, cultivate, and steward individual donors.
- Identify, applying for, and reporting on all grant funding opportunities.
- Interacting with donors, potential donors, and event attendees.
- Assisting with the Friends of CAIC Benefit Bash and other events throughout the State of Colorado.
- Integrate fundraising opportunities into our programmatic work.
- Guiding board members through donor acquisition, cultivation, and retention.
- Development of major donor fundraising events and peer to peer campaigns.
- Assisting the Executive Director with financial information for accounting and pipeline purposes.
- Managing all aspects of individual donation relationships.
- Assist Executive Director with corporate partnership program.
- Attend annual Outdoor Retailer event.
- Work directly with Executive Director on development of annual budgets and strategic plans.
- Other duties as assigned.

Qualifications:

- Must embrace the mission of the Friends of CAIC and the CAIC.
- B.A. degree with a minimum of 3 years experience in a leadership role of a non-profit development department.
- A proven track record of obtaining and maintaining significant programmatic grant funding.
- Strong experience identifying, cultivating and stewarding major donors.
- Excellent written and verbal communication skills.
- Experience working remotely and independently.
- An open and collaborative work style.
- Comfort with the unpredictable nature of small non-profit organizations.
- Strong computer skills; fluent in Microsoft Office; salesforce.com, website content management systems.
- Willingness and ability to travel throughout Colorado.
- Strong organizational skills.

Working Conditions and location:

- This position is a full time, year round position
- The Development Director will work from a home office and remotely from the Executive Director.
- The Development Director will work a 40-hour workweek that will often include weekends and evenings.
- The location of this position is flexible. However, we prefer the Development Director be based along the I70 corridor from the Roaring Fork Valley to Denver.

Compensation:

Salary commensurate with experience.

Benefits:

Generous vacation time allowance

Retirement plan including an organizational match after 6 months

Flexible work schedule

Monthly cell phone reimbursement

Paid mileage based on current IRS mileage rates

Health insurance stipend

Paid holidays

Ski Pass

Opportunities for continuing avalanche education

How to Apply:

Interested applicants can send a cover letter, resume, and writing sample via email to:

info@friendsofcaic.org. Please write "Development Director" in the subject of your email.

This position will remain open until filled.