

Development Manager

REPORTS TO: Executive Director

LOCATION: Fort Collins Office

STATUS: Full Time/Exempt

SALARY: \$58,000 to \$62,000 Annually

SUMMARY: GRANT WRITING, MARKETING, and FUNDRAISING

This position will lead and coordinate the cultivation and acquisition of individual, family, corporate and foundation donors through annual giving, endowment and planned giving, grant writing and special events planning. This position will also lead and coordinate DRS' marketing and outreach efforts and includes any special events that will increase the visibility of DRS and promote awareness of DRS' mission and services to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position requires that a person must exercise independent judgment, project a high standard of professionalism, and have excellent communication skills.

- In conjunction with the Executive Director, develop and implement an annual resource development plan that may include corporate sponsorships, major giving, charitable estate giving, an endowment fund, direct mail campaigns, social media campaigns, etc.
- Cultivate and maintain current and new donor relationships with individuals, families, corporations, and foundations.
- Manage the Colorado Gives Day campaign and activities.
- Manage the donor acknowledgement process through Network for Good.
- Write annual grants to current donors. Research new donors (foundations, corporations, individuals) that DRS' values and services align with and submit requests for funding.
- Write annual grants to local governments.

- Create publications/brochures to use in the promotion of DRS and its services to the community at large and other service providers. Use DRS branding for all materials.
- Represent DRS to our catchment area via networking activities, presentations to local groups and clubs and speaking at local events.
- In conjunction with the Executive Director, plan and oversee an annual special event that will bring funds and awareness to DRS and its mission.
- Attend staff and Board meetings as directed
- Knowledge of and maintain social media platforms

QUALIFICATIONS

BA/BS in Business Administration, Marketing or related field; a minimum of four (4) years development and marketing experience. May substitute experience on a year-to-year basis in lieu of degree.

SKILLS:

- Demonstrate ability to work effectively inside and outside the agency
- Excellent communication skills both oral and written
- Practical knowledge of the Independent Living Philosophy
- Working knowledge of Excel, Word and Network for Good (or equivalent) software systems

PREFERRED QUALIFICATIONS

Personal experience with a disability

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Must be able to go out into the community/county to meet potential donors, vendors, and sponsors
- May be asked to do local/regional travel in various weather conditions; must have reliable transportation.
- Must have driver's license, insurance, reliable transportation

ADDITIONAL CRITERIA:

- Must pass a criminal background check

TO APPLY: Please email cover letter, resume and 3 references to: Denise Meyer, Executive Director at denise.m@drsnoco.org

DRS is an Equal Opportunity Employer

EQUAL EMPLOYMENT OPPORTUNITY: Disabled Resource Services is dedicated to the principles of Equal Employment Opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender or gender ID, sexual orientation, color, religion, national origin, disability, military status, marital status, genetic information, or any other status protected by applicable federal, state or local law.

Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.

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