



Development Manager Job Description

Title: Development Manager (DM)

Reports to: Development Director (DD)

Job Status: Full-time; Year-round; Exempt

Salary: Competitive, based on experience

Updated: September 2024

Position Overview

The Development Manager (DM) works closely with the Development Director (DD) in the planning and execution of the annual Development Plan for the Adaptive Sports Center (ASC). The DM plays a key role in the success of the Development Team and helps with all aspects of development for the organization. The DM manages, evaluates, and provides support to the Development Coordinator (DC), and works closely with the board of directors and event and development committees.

The DM manages the annual Crested Butte Open, ASC's single largest fundraising event, to ensure that goals and objectives are accomplished. Key areas of responsibility include leading committees, budgeting, managing event logistics, major donor relations, database oversight, and intern and staff management. The DM serves as the liaison between the ASC and contractors, organizers, and volunteers for events, and assists with the preparation of various marketing materials. The DM plays a key role in all aspects of development related activities for the organization including database management, fundraising campaigns, and new initiatives. The DM also plays a key role in the leadership and management of the Development Team; they must be great at managing people and logistics, communicating, and representing the values of the ASC.

Specific Responsibilities

Crested Butte Open, Bridges of the Butte, and Other Special Events

- Manage and execute a successful annual Crested Butte Open, raising approximately \$2M, with significant support from the ED, DD, Development Team and committees.
- Work with the CB Open committee to develop and execute an annual event that is sold at the CB Open.
- Lead the Crested Butte Open planning committee.
- Manage and oversee the Development Coordinator to ensure that Bridges of the Butte, the annual staff celebration, holiday party, and all other development events are successful.
- Negotiate, execute, and administer contracts with vendors for service, in accordance with ASC's budget, policies and procedures.
- Work with the Development Committee to identify new events and efforts for the purpose of fundraising, donor relations and community outreach and awareness.
- Develop and maintain systems for accurate record keeping for all events. Evaluate and incorporate new technology and systems to improve events.
- Develop and maintain relationships with donors and other organizations to ensure successful events.
- Develop and work within budgets, plans, and timelines for all events.
- Debrief and conduct post-event evaluations within one month of each event to create post event reports and implement improvements.
- Work with the Marketing Manager on all event marketing and public relations.

Adventure Club Management- major donor giving club(\$5K+)

- Work with the Marketing Manager and Development Director to continue to brand the Adventure Club-Major Giving Club and offer exclusive events and opportunities for engagement.
- Track member gifts and manage gift giving for major donors.
- Track retention rates, recruit prospective donors, invite new members, and send quarterly communications.
- Coordinate ASC Board members to write handwritten thank you notes for donors.

Database Management

- Oversee the Development Coordinator's management of the donor database (Virtuous & Classy), providing mentorship when needed.
- Maintain accurate, up-to-date donor data and adhere to a consistent evergreening process.
- Ensure all event related data is entered accurately, in a timely manner, and provide reports as requested.
- Reconcile Crested Butte Open donations with the Business Manager regularly.
- Work with the DC to ensure that the database is being used to its fullest benefit. Develop Key Performance Indicators and access them annually.
- Assist the DC in processing donations when needed.
- Process all donations for the CB Open, with help from the team.

Leadership

- Mentor and supervise all activities of the Development Coordinator.
- Track performance, lead annual evaluations, and provide compensation recommendations for the DC.
- Hire, onboard, and train the DC position.
- Participate in the annual planning and budgeting processes.
- Oversee the development and marketing internship program in coordination with the Marketing Manager and Logistics Manager, including the hiring and onboarding process, handbook updates, and addressing any performance issues.
- Hire and manage seasonal development interns.
- Assist the DD in developing a more robust planned giving program.
- Assist the DD with committee meetings as needed.
- Recruit and manage seasonal development volunteers.
- Lead the Development Team to ensure successful fundraising and community events.
- Work with Development Team to monitor and update all development aspects of the website.
- Take initiative and provide leadership in Development Director's absence.

Other Expectations

- Complete tasks and other duties deemed necessary for the success of the organization.
- Maintain a positive attitude, and address issues directly and in a timely and professional manner.
- Maintain a consistent office schedule and dependable presence in the office.
- Work at least 40-45 hours per week and track your hours on your biweekly payroll calendar.
- Maintain confidentiality of donors, organizational information, and workplace matters.
- Ability to work extended hours and weekends around when needed.
- Ability to travel for work related matters as necessary.
- Follow organization's policies and applicable laws.

Education and Experience

- Bachelor's degree from a four-year college or university is preferred.
- Three to five years of experience as a Project Coordinator or Event Assistant, or equivalent combination of education and experience.
- Two years of experience in the nonprofit industry.
- Experience motivating, leading, and directing others.

- Experience with project management and proven track record of meeting deadlines.

Knowledge, Skills & Abilities

- Ability to lead, manage, and communicate effectively with people.
- Ability to plan and accomplish goals.
- Creative, organized, detail-oriented, and able to perform under pressure.
- Outgoing and able to thrive in a collaborative team-oriented environment.
- Able to work independently, efficiently and creatively.
- Experience working in CRM databases and using Microsoft Office products.
- Must be comfortable asking individuals and entities for donations.

Physical Requirements

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, climb or balance, talk or hear. Frequently required to stoop, kneel, crouch or crawl.
- Regularly lift and/or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Work Environment

- Fast-paced, highly interactive office environment with moderate to high noise levels.
- Occasionally required to work outside in cold weather and may be exposed to other weather elements.
- Required to work outside of regular business hours for events.
- Occasionally required to travel for work.