



DEVELOPMENT MANAGER

JOB POSTING

Tri-Lakes Cares is celebrating 40 years of improving the lives of our neighbors through programs that provide support for today so they can reach for a better tomorrow. As we look ahead, we are eager to expand on our rich history by strengthening our network of support to ensure our community is resilient and healthy for generations to come.

We are seeking a motivated development professional to join our team of dedicated people working to improve lives in northern El Paso County. Our future invites us to be bold, to build and nurture community, and to continually learn and improve our practices so everyone can thrive. We accomplish this through keeping our values at the forefront of the work we do.

Transparency, Inclusivity, Integrity, Collaborative and Community Centric

If you are interested in applying for this position, please email your resume, a cover letter and references to JobPostings@Tri-LakesCares.org. Please put "Development Manager" in the subject line.

JOB TITLE: Development Manager

HOURS: Full-time, Exempt

REPORTS TO: Director of Development & Planning

SUPERVISES: Development Associate

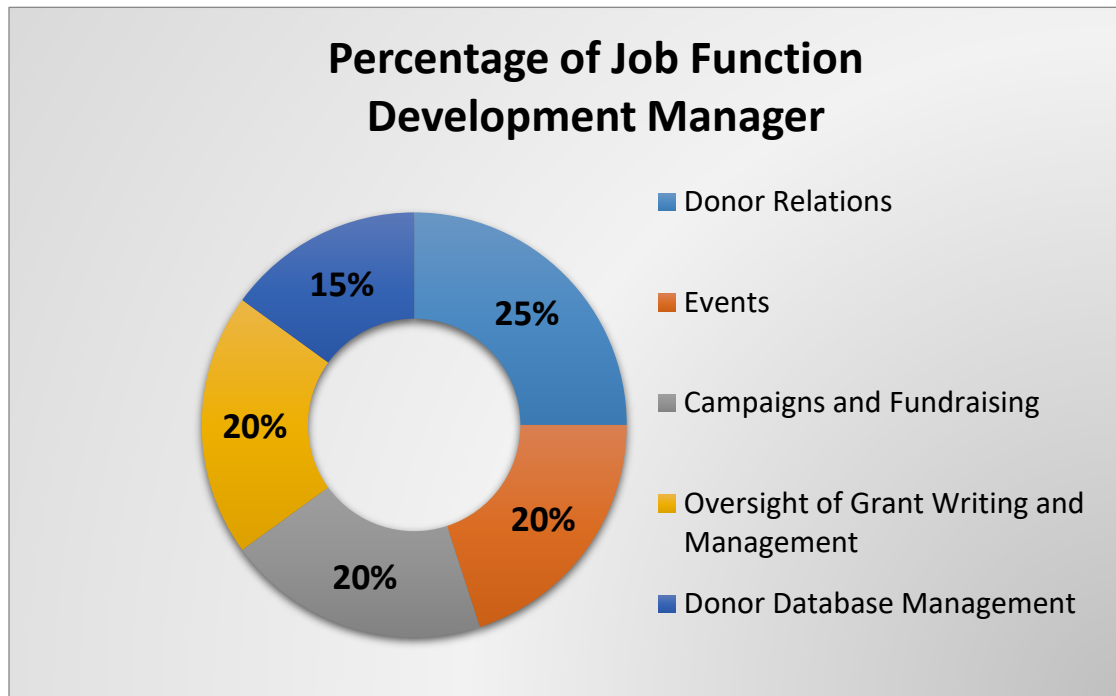
HIRING PROCESS & TIMEFRAME:

- We will review applications on a rolling basis until the position is filled.
- First interviews will take place to identify finalists.
- Finalists will be invited to a second interview to select the best candidate.
- We are looking for someone to start right away but will allow time for a candidate to give respectful notice to a current employer.

SUMMARY OF FUNCTION

The Development Manager is responsible for the day-to-day fundraising efforts of the TLC Development Department. This includes execution of special events, supporting the donor lifecycle through cultivation and stewardship activities, executing fundraising campaigns, managing the donor database and overseeing a robust grant portfolio.

ESSENTIAL JOB FUNCTION



Donor Relations – 25%

- Ensure timely and appropriate donor correspondence for gift recognition and charitable tax deductions as permitted by law
- Reconcile financial reporting of all gifts with the TLC finance team
- Submit all donor and gift information as required for the TLC Annual Report
- Coordinate donor cultivation and appreciation activities and events
- Research and adopt best practices for donor cultivation, solicitation, and acknowledgement
- Coordinate donor communication activities in partnership with the Communications Manager
- In partnership with the Director of Development & Planning and the finance team, develop and manage the annual budget for donor activities

Events - 20%

- Manage an assigned portfolio of TLC and community-sponsored events for the benefit of TLC
- Research and advise TLC leadership on event opportunities
- Identify, manage and advance relationships with point of contact (POCs) for events and sponsorship
- Provide timely and appropriate recognition for event sponsors
- In partnership with the Communications Manager, develop and implement communications strategies for all TLC event stakeholders
- In partnership with the Director of Development & Planning and the finance team, develop and manage the annual budget for events

Campaigns and Fundraising – 20%

- Oversee the direct mail, on-line and social media solicitations of gifts
- Responsible for maintaining, promoting and soliciting for third party campaigns in which TLC actively participates: Empty Stocking Fund, Colorado Gives Day, and the Give! Campaign
- Work closely with Director of Development and Planning to maintain donor call lists and donor contact notes and arrange donor meetings and tours
- Create and generate reports from database to analyze donor and prospect activities and opportunities within various donor segments
- Develop strategy for planned giving and overall oversight and maintenance of the planned giving software suite (Freewill)

Oversight of Grant Writing and Management – 20%

- Oversight of the full life cycle of the TLC grants department which includes, but not limited to, research, writing, budgeting and reporting efforts
- Supervise on-going grant research for operations, programs, and capital needs
- Support and oversee an assigned portfolio of grants throughout the identification, submission, acknowledgement, follow-up and reporting processes
- Help to manage and advance relationships with POC for all grant-making entities
- Identify and adopt best practices for grantsmanship activities
- In partnership with the Director of Development & Planning, and the finance team, develop and manage the annual budget for grants
- Oversee the grant management system (Grants Hub)

Donor Database Management– 15%

- Overall management of the donor database system (Bloomerang) to ensure accuracy of donor records
- Manage all updates to donor database (Bloomerang)
- Responsible for data input, reconciliation and reporting in the database
- Establish and uphold database standards and structure, to include training staff

Other Responsibilities

- Foster a positive relationship with all TLC team members
- Serve as an ambassador to promote TLCs vision, mission and programs
- Conduct site visits with donors and funders
- Participate in TLC operations and strategic planning initiatives, as assigned
- Provide updates and progress reports to TLC Leadership and Board of Directors, as directed
- In partnership with the Director of Development & Planning, develop and implement an annual plan for professional development
- Institute and communicate constructive strategies, policies and procedures
- Other duties as assigned



ESSENTIAL REQUIREMENTS AND QUALIFICATIONS

We recognize that some candidates may not have all the relevant experience listed below. Our assessment includes consideration of transferable skills and experience, growth mindset, an eagerness to learn, and a holistic view of candidates' professional backgrounds.

- A minimum of 3 years' experience in fund development activities
- A minimum of 2 years' experience in grant writing and grants management with demonstrated success
- A minimum of 2 years' experience in managing a donor database and conducting appeals
- Proven experience as a supervisor or in a relevant role
- Experience in organizing and conducting special events
- Experience in public speaking
- High School diploma or above
- Demonstrated experience and excellence in storytelling
- Technical proficiency with various Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Microsoft Teams) and complex databases or grant management software (Grant Hub)
- Ability to communicate effectively whether verbally or in writing, through formal and informal presentations, or in one-on-one personal interactions
- Stated commitment to fundraising best practices, as defined by the Association for Fundraising Professionals (AFP) and willingness to ensure ethical compliance with TLC's gift acceptance policies
- Deeply inspired by our mission and our commitment to provide help for today so people can look toward a better tomorrow
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations
- Love of continuous learning

PREFERRED QUALIFICATIONS

- Bachelor's degree or above
- Experience working with a CRM/database platform, with a preference for Bloomerang experience
- Experience working with Grants Hub or another grants management platform
- Experience promoting planned giving
- Knowledge of AI and application to development work

COMPENSATION, BENEFITS AND LOCATION

- **Typical Hours of Work:** We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked.
- **Location:** Tri-Lakes Cares' office is located in Monument, Colorado.
- **Remote Options:** Remote work is limited to Fridays (if scheduled to work on Fridays) and one flexible remote day per month.
- **Health Insurance:** Offered to full-time employees with a 50% employer contribution.
- **Salary Range:** DOE – This is a full-time exempt position with a salary range of \$55,000 - \$65,000.
- **Paid Holidays:** Eleven paid holidays per year.
- **Sick and Vacation Accrual:** Based on years employed and hours worked, see chart below.

Sick Time and Vacation Time Accrual					
Years of Service	Sick Time Hours	Vacation Days*	Vacation Hours*	Vacation Hours Earned Per Hour Worked	Annual Hours Carryover Maximum (1.5x Annual)*
Hire date through the 1 st year of service	48	10	80	0.04	120
1 st Anniversary thru the 4 th year of service	48	15	120	0.06	180
5 th Anniversary +	48	20	160	0.08	240

* Based on a 40-hour work week

- **Savings Plan:** Simple IRA with a 3% company match.

OUR CULTURE, VALUES AND WHAT MAKES US AWESOME:

We strive to be a highly respected, deeply committed organization leading people to a better tomorrow. We care deeply about our work and a passion for helping others is the foundation of who we are. We embrace courageous, energetic conversations across diverse perspectives and challenge one another respectfully to lead to positive transformation. Our supportive and empowering Board of Directors sets the tone for continuous improvement for our clients through our mission, vision, and values. Professional development is encouraged to ensure our staff and the organization can perform to our fullest potential. If you are looking for a job in a family-friendly environment where you can make a direct impact on people's lives, then we look forward to meeting you!



Physical Demands

The work is mostly sedentary with periods of light physical activity. Typical positions require workers to sit for long periods with occasional walking; lift and carry up to 50 pounds, climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer keyboards or other mechanical devices. The work requires the ability to speak normally and to use normal or aided vision and hearing.

FLSA Status: Full-time, Exempt

TLC is dedicated to the principles of equal employment opportunity. Tri-Lakes

Cares does not discriminate in any aspect of our mission on the basis of race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender expression, family composition, veteran status, or any other category protected under local, state, or federal law. This protection applies to employees, volunteers, donors, clients, vendors, and anyone else with whom we interact in the course of carrying out our mission.