

Crested Butte Mountain Bike Association

Job Title: Development Director

Reports to: Executive Director

Status: Full Time, Exempt, Salaried

Starting Salary: \$45,000-\$55,000 + health insurance stipend



OVERVIEW: Maximize fundraising potential via systematic organization of Membership, Sponsorship, and Fundraising initiatives; establish and enhance donor relations; implement a strategic communication and development plan; manage website and tech integrations across several systems

Duties include, but are not limited to:

Donor Relations:

- Establish and maintain individual and business donor relations
- Research and identify potential donors and sponsors
- Maintain communications and outreach with donors and sponsors
- Engage donors and sponsors in organizational planning and activities
- Create unique events/opportunities to facilitate donors and donor relations
- Foster lasting and positive donor relations

Membership/Sponsorship Management:

- Manage Business Sponsorship program, including recruiting new sponsors, maintaining longtime sponsorships, and fulfilling sponsor obligations
- Manage member/donor database (SalesForce), including communication, tax receipts, renewal reminders, and tracking
- Organize, evaluate, and run tech systems and plugins to support synergy between website, data, and communications (MailChimp, SalesForce, Wordpress, Zapier, Woocommerce)
- Thank and follow up with supporters in a timely manner
- Manage gift matching programs and corporate donations
- Donor/sponsor tracking and database management

Reporting:

- Generate monthly and annual reports for the Board of Directors on fundraising activities and comparisons to previous years
- Create annual report for CBMBA's members and donors
- Make budget projections and recommendations for fiscal year

Communication:

- Create content for outreach via newsletter, social media, events, blog posts, and direct mailings
- Manage website content and upkeep
- Work with Executive Director on official comments for trail management plans and press releases
- Engage in short and long-term planning efforts with Executive Director and Board
- Occasional CBMBA representation at seminars, public meetings, and presentations
- Community outreach and presence

Grants:

- Research grant funding opportunities
- Apply for recurring and new grants
- Track grant progress and fulfill grant report requirements and guidelines

Events/Fundraising:

- Support Operations Manager with volunteer events and trail workdays and vendor/ booth opportunities
- Identify and create unique event/fundraising opportunities
- Partner with other organizations for events and programs
- Plan and launch fundraising campaigns, including CO Gives Day, Annual Kickoff Party, fundraising parties and dinners, etc.
- Generate and distribute marketing and promotional materials (primarily electronic, but occasionally print)

Qualifications:

- Communication skills
- Strong community values and connections
- Goal oriented, team player
- Collaborative attitude and ability to work well with others
- Ability to work independently
- Proven organization skills
- Donor software/database management
- Proficiencies in Google Workspace and Microsoft Office
- Resourcefulness
- Creative thinking
- Efficient problem solving
- Strong editing and proofreading capabilities
- Experience or ability to quickly learn systems including Wordpress, Salesforce, Woocommerce, MailChimp, Zapier, Google Analytics

Other Requirements:

- Friendly demeanor and ability to socialize
- Knowledge of the local trail system
- Heartfelt appreciation for quality recreation and good trail experiences
- Friendly, communicative, outgoing
- Presentable and positive appearance
- Good attitude, positive energy, and a “go-to” attitude
- Job will require some evening and weekend commitments, mainly in the summer
- Desire to be a part of a community organization and promote organization positively

For questions, contact CBMBA’s Executive Director, Dave Ochs, at 970-349-7324 or dave@cbmba.org. To apply, send a letter of interest and CV/resume to dave@cbmba.org.