



Position Description

Job Title: Director of Development
Reports to: Executive Director
Date: June 2018

Reporting to and in partnership with the Executive Director (ED), the Director of Development (Director) will spearhead the organization's development and sustainability efforts as Durango Devo continues to grow. As a new position in the Durango Devo organization, the Director will have the opportunity to build the development function primarily through fundraising, sponsorship and public relations with Devo's community partners. The position would be part-time and candidates who already support other organizations on a part-time basis are encouraged to apply.

Responsibilities:

- Develop and execute Durango Devo's annual fundraising plan.
- Secure financial support, via sponsorship and other means, from individuals, foundations and corporations.
- Develop and maintain ongoing relationships with major donors and sponsors, and work to maintain Devo's positive public image with contributors through community involvement and outreach projects.
- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee, organize, and execute fundraising special events, specifically the annual Devo Bike Swap, and develop other fundraising events, including a new major fall fundraising event.
- Develop and track proposals and reports for all foundation and corporate fundraising, including grants.
- Oversee the creation of fundraising "pitch" materials to include brochures, e-mails, letters and videos.
- Create and implement focused capital campaigns as necessary for the organization.

- Help recruit and lead a committee of volunteers to assist with organizational fundraising efforts.

Qualifications:

- BA (preferred)
- Three years or more of experience in development and fundraising for non-profits.
- Demonstrate excellence in organizational, managerial, and communication skills.
- A passion for youth development and cycling, particularly mountain biking, is desired.