March 10, 2022

JOB POSTING FOR ENVIRONMENTAL LEARNING FOR KIDS

Development Director

Location: Flexible workplace and Work from home options available
Status: Regular Fulltime
Reports To: Executive Director
Salary: This is a full-time position with an annual salary of $55,000 to 65,000.00 per year plus benefits described below.

To Apply
Please send a cover letter, resume, and three references to Jada Bonner - jbonner@elkkids.org
Applications are accepted on a rolling basis. We encourage applications before April 1st, job post will be open until filled.

Background
ELK (Environmental Learning for Kids) is an inclusive non-profit organization that develops inspired and responsible leaders through science education and outdoor experiences for underserved, urban youth ages 5-25. ELK Inspires youth to have high expectations of themselves by exposing them to the outdoors and engaging them in service learning projects. For many of the youth ELK serves, it’s their first experience with the outdoors. ELK Educates youth through science and environmental education embedded in all programs and activities to further students’ understanding and attitudes toward science, the outdoors, their communities, college, and careers. ELK transforms youth by endowing them with increased academic skills, civic and community leadership, environmental stewardship, and employment opportunities.

Job Summary
The Development Director maximizes the effectiveness and smooth functioning of the organization through supervision of development support staff and managing the strategic fundraising plan, including supporting Associate Director in grant writing and reporting for corporate and foundation grants, and government grants; annual giving solicitation and cultivation; major individual and corporate gifts; fundraising and cultivation events; and management of donor development systems including grants calendar and donor database for Environmental Learning for Kids (ELK). This position works closely with ELK’s leadership, staff, and Board of Directors to increase to increase organizational and program capacity and sustainability through fundraising actions. Areas of functional expertise include fundraising, communications, problem solving, strategic planning and goal setting, grant writing and management, marketing and public relations, research, corporate and government relations, and project management.

Occasional evening and weekend work is required in meeting position responsibilities.

Major Duties and Responsibilities

Fundraising – 70% of employee’s time
Sets annual fundraising goals and plans operations to ensure financial sustainability and diversity in revenue for the organization.
- Runs the individual and major donor program including research, asks, tracking, reporting and stewardship.
➢ Supports corporate and government giving and relations alongside Executive Director, including research, asks, tracking, reporting and stewardship.
➢ Manages fundraising special events including planning, implementation, evaluation, and stewardship.
➢ Completes fundraising for special projects including planning, implementation, evaluation, and reporting.
➢ Plans, develops, and executes all fundraising marketing and mailings for implementation of the development plan and to ensure consistent messaging.

**Strategy, Planning, and Organizational Development – 20% of employee’s time**
➢ Develops and evaluates annual strategic development plan and calendar.
➢ Manages annual grant calendar, grant report calendar & facilitates bi-monthly grant meetings.
➢ Oversees and manages ELK’s contract grant writer services.
➢ Supervises and mentors the employees in the development department.
➢ Maintains and implements funding calendar activities, including donor stewardship.
➢ Supports board, staff, and volunteer trainings to develop their fundraising skills.
➢ Supports the development, tracking, reporting and evaluation of the organizational strategic plan and the Board of Director’s individual and collective goals.
➢ Serves as a staff liaison between the board of directors’ development committee and ELK’s team.

**Other Duties – 10% of employee’s time**
➢ Supports annual budget creation process and audit process.
➢ Provides direct support to program staff as needed.
➢ Performs other duties as assigned.

**Required Qualifications**

*Education:* Bachelor’s degree preferred or equivalent experience; graduate degree a plus.

*Experience:* Minimum 3-5 years of broad experience in nonprofit development, including strategic planning experience; proven track record of success in raising funds and mobilizing board and staff effectively. Experience successfully completing projects with minimal oversight. Must have high level of attention to detail, flexible work style, and be very self-motivated.

CBI/FBI Background check required.

*Knowledge, Skills & Abilities:*
➢ Excellent skills in initiating and building relationships.
➢ Strong leadership skills.
➢ Excellent oral, written, presentation and interpersonal skills.
➢ Knowledge of standard office practices and procedures.
➢ Strong interpersonal and communications skills to be able to communicate effectively with diverse groups of people and partners including knowledge and skills in business English, grammatical construction, spelling, punctuation, arithmetic and vocabulary.
➢ Strong Microsoft Excel experience with spreadsheet design, formatting, and use of functions/formulas.
➢ Experience with fundraising databases such as Blackbaud.
➢ Excellent organizational, scheduling, multi-tasking and problem-solving skills. Must be able to anticipate and plan for needed steps to meet deadlines.
➢ Resourceful and able to work independently with minimal direction and supervision.
➢ High level of professionalism, discretion and commitment to maintain confidentiality.
➢ Ability to develop good team relationships with coworkers, Board and key stakeholder groups.
➢ Ability to learn quickly and function effectively in fast-paced and time-sensitive environment.
➢ Interest in ELK’s mission and learning more about science and natural resources of Colorado through ELK’s educational programs; enjoy spending some time with children/youth.
➢ Marketing and graphic design skills are a plus.

Benefits:

- Subsidized Medical, Dental, Vision, insurance for the employee
- Optional participation in Flexible Spending Account
- Optional participation in group retirement plan with discretionary match
- Generous Vacation, Sick, and Personal leave