



Reports to: Co-Director

Full time 32 hrs / wk

Salary Range: \$45,000 - 49,000

Job Description:

The overall goal of the Development Manager is to fundraise for and increase the awareness of BFR's mission and support the relationships between BFR and the general public. The Development Manager is responsible for the implementation of all of the Organization's development and communications strategy. The Development Manager reports to and works collaboratively with the Co-Director to implement the Development Strategy laid out by the Co-Director. The Development Manager will be a highly visible member of the community, representing Boulder Food Rescue throughout Boulder.

The ideal candidate for this position is strongly committed to social justice and change work, as well as interpersonal work and trauma stewardship (i.e. we take care of ourselves while we take care of others). They must have strong interpersonal and organizational skills, self-direction and creativity.

SUMMARY OF RESPONSIBILITIES:

General Fundraising

- Communicate fundraising goals throughout the organization and equip staff members and board with tools to help reach them.
- Report on fundraising progress and accomplishments to Board and Leadership Team
- Work with BFR team to develop deep understanding of all programs, including food redistribution, Food Rescue Alliance, and future programs and goals, to ensure fundraising relationships are targeted towards program of interest
- Maintain, update, and build relationships and communications with current and new donors
- Work with Co-Director to execute fundraising campaigns to reach potential contributors, including a Spring giving campaign, Colorado Gives Day, and end-of-year fundraising
- In collaboration with the Co-Director, edit the Spring and End of Year fundraising appeal letter and oversee the distribution of messaging via snail mail and digitally.
- Other responsibilities created with and assigned by Co-Director

Donor Relationship Management

- Manage a portfolio of major donors and prospects

- Build and maintain donor relationships and cultivation
- Understand donor interests and connect appropriate staff team members to donors for relationship building
- Identify and cultivate potential donors from public and private sectors
- Support the ED in developing relationships with major donors and foster long-term sustained giving among this donor population

Events

- Annual Fundraiser: Coordinate and implement the annual fall fundraiser and adapt as necessary. This includes project managing logistics, event messaging, donor engagement, vendor outreach, coordinating staff and volunteers, managing event contractors, and organizing and managing committees.
- Donor touchpoint events: Coordinate and implement another donor touchpoint event in the spring focused on a programmatic element and with the goal of celebrating current donors and developing new potential donors

Corporate Giving

- Implement a plan developed by Co-Director for increased corporate giving, including a list of potential business with aligned values
- Update donor menu and any necessary materials for corporate fundraising asks.
- Manage end-to-end relationships with corporate partners.
- Work with co-director to increase corporate giving for events and general sponsorships for the organization, specifically for the annual fundraising event, the Food Rescue Feast.

Grant support

- Assist with grant requests/proposals and identify potential funders as necessary
- Work with grants team to edit grants and write when needed

Marketing and Communications

- Implement communications plan including advertising.
- Manage interns and volunteers to implement branding, messaging, external communications, and public relations tools (website, e-communications, print materials, reports).
- Work with a team of volunteers, staff, and board to represent BFR at speaking engagements and external events. Attend and represent BFR at some identified public speaking events.

POSITIONS SUPERVISED:

- Contractors, interns and volunteers depending on project

SKILLS AND QUALIFICATIONS:

- 2+ years experience in nonprofit development
- High-level organizational skills with ability to meet timelines
- Self-directed. High-level skills around implementation of strategy and task management
- Skilled at crafting powerful messages via impeccable written or spoken communications
- Love of meeting new people, building relationships, being in communication with stakeholders
- Demonstrated strong volunteer relations skills
- Desire to work for organization with shared decision making and collaborative approach
- Ability to work professionally and respectfully with people from diverse backgrounds and skills in a team environment
- A willingness to engage in continuous learning about anti-oppression, social justice issues, and trauma
- Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued
- Ability to work remotely
- Willingness to work some evenings and weekends for events
- Passion for food justice, social justice, climate justice work

PHYSICAL REQUIREMENTS:

Work is performed primarily in an office setting and requires sitting for extended periods. However, this position represents team members who conduct physical movement of food from grocery stores to residential programs. Position is not responsible for doing that work, but may be asked to attend events to capture information, photography, and participate in day-to-day work to better understand it. Work also includes manual dexterity for typing/operating computer, holding, grasping, and turning objects. Work also requires the ability to speak and use typical or aided vision or hearing. Reasonable accommodation may be made upon request to enable individuals with disabilities to perform the essential functions.

Salary and Benefits:

The salary range is \$45,000- 49,000 depending on level of experience. We have an equitable salary structure that all staff gave input on, and will be iterated upon annually. This allows staff members to have input on their own wellbeing, what responsibilities and skills should be compensated, while ensuring salaries are sustainable for the organization budget.

Benefits:

- 32 hour work week
- PTO vacation and sick leave:

- PTO starts at 2 weeks and scales to 5 weeks based on tenure for vacation leave
- Paid additional 7 days sick leave
- Paid holidays, birthday, and floating holiday of your choice
- Paid monthly self-care half-day
- Remote working and semi-flexible schedule
- Work from home equipment and internet package
- Personal cell phone payment package
- Professional development stipend
- Health and wellness stipend
- RTD bus passes
- Ego Carshare membership
- Community cycles membership
- Optional Health Savings Account
- Free tax return for employees
- Workers compensation coverage
- Unemployment & severance package after 1 year of employment

Boulder Food Rescue believes in providing employees and applicants with equal employment opportunities. We have equitable compensation for employees across our organization, which is determined by position responsibilities, experience and skills, tenure, liveable wages and current budget. The salary range above represents the low and high end of the range; the actual salary will be determined based on relevant experience. We encourage BIPOC and LGBTQ+ individuals to apply.

Boulder Food Rescue believes in providing employees and applicants with equal employment opportunities. We make employment decisions without regard to race, color, gender, age (40 and over), mental or physical disability, religion or religious practices, creed, national origin, marital status, sexual orientation, gender identity or expression, ancestry, citizenship, veteran status (other than as permitted by applicable law), pregnancy, genetic characteristics or information (which includes, but is not limited to, genetic test results and family medical history records and which should not be provided to the Company), or any other unlawful consideration. This policy applies to all aspects of employment, including recruitment, hiring, training and development, promotion, compensation, transfer, termination, layoff and all other conditions and privileges of employment, all in accordance with applicable laws.