



JOB TITLE: Director of Development

JOB TYPE: Full Time, based in Glenwood Springs, CO (Hybrid option considered)

SALARY RANGE: \$100,000-\$120,000

REPORTS TO: Executive Director

BENEFITS: Paid time off, Paid holidays, Sick leave, Health Insurance, Retirement

DIRECTOR OF DEVELOPMENT

About LIFT-UP

LIFT-UP was established in May of 1982 in response to the collapse of the oil shale industry and the hardest area hit was Rifle, CO, the epicenter of the crisis.

When the boom hit, the Rifle population had jumped from 2,700 to over 4,500 people as the workers rushed in eager for work. Following the collapse, however, over 2,000 people found themselves out of work, with no way to feed or care for their families: some living in cars and under bridges.

In response to the ever-increasing crisis, local churches, businesses, and concerned citizens joined together to create a long-term solution to food insecurity in their town. It was through true community union and compassion that the organization LIFE INTERFAITH TEAM ON UNEMPLOYMENT AND POVERTY or, as we know it today; LIFT-UP, was created.

It was quickly realized that food insecurity went far beyond Rifle and over the past 40 years, LIFT-UP has risen to meet the needs of our communities from Aspen to Parachute. LIFT-UP maintains established Food Pantries in Aspen, Carbondale, Glenwood Springs, New Castle, Rifle, and Parachute in addition to providing mobile food distribution services.

Today, our aim is to end hunger from Parachute to Aspen, provide healthy and nutritious food options in partnership with and in support of local farmers, and to raise awareness of the ever-growing issue of food insecurity in our communities. Since 2021, LIFT-UP has seen an increase of roughly 500% in visits on an annual basis. LIFT-UP is evaluating how best to address this growing need in our region.

Job Description

The Development Director is responsible for creating a development plan, driving fundraising progress, and ensuring that annual fundraising goals are met and that donors are recognized and valued as a part of the LIFT-UP Community. As a member of LIFT-UP's leadership team, the Development Director will advocate for our work with external stakeholders across the Parachute to Aspen corridor to advance a comprehensive, culturally competent, and regionally responsive approach to addressing food insecurity.

LIFT-UP consistently generates approximately \$2M each year in general support. Along with continuing to secure and grow this ongoing support, the Development Director will also have responsibility for periodic

special-purpose fundraising campaigns. The position will supervise a Development Coordinator whose responsibilities include managing our donor database, tracking deposits, creating thank you letters, etc. and an external grant-writer. The Development Director will also involve the Executive Director and Development Committee of the Board of Directors in setting development priorities, as appropriate.

The primary function of this position is to oversee the operationalization of the development function with attention to building and strengthening the network of LIFT-UP donors locally, statewide, and nationally. To do so, the Development Director will guide LIFT-UP in a meaningful strategic direction in alignment with our mission and purpose, highlighting the significant impact our donors make.

To accomplish that, the Development Director will plan and execute an ongoing development strategic plan and annual workplans of coordinated development goals and related activities with the involvement of the Executive Director, the development committee, the Board of Directors, and other staff and volunteers, as appropriate.

These activities will include Cultivation (mission-focused events, development-focused marketing, targeted community outreach, etc.) Solicitation (direct mail, personal “asks,” grant writing, etc.) Stewardship (events, gift acknowledgments and IRS-compliant gift receipts, grant reports, annual impact analysis, newsletters, etc.)

Responsibilities

1. Create and execute a successful and strategic development plan focused on cultivation, solicitation, and stewardship, and annual workplans to execute on the strategic plan. Current areas of priority include:
 - Guarantee coordination of the development team and all development activities across a prospective and current donor pool.
 - Improve interdepartmental use of CRM data for analysis, planning, and coordination of activities.
 - Measure and work to improve donor retention.
 - Provide donors with opportunities to increase their giving.
 - Consider and evolve tactics to grow LIFT-UP’s donor base, focusing on greater cross-engagement of service-based volunteers with the development team.
 - Research and implement best practices in online development and giving, with a solid understanding of when print materials are required.

2. Within the annual development plan and all special purpose campaigns, work with LIFT-UP’s PR and Marketing company (and/or in-house staff) and print vendors to:
 - Identify and design branded collateral materials to support all development outreach to prospects and donors.
 - Oversee timelines to guarantee materials are created and produced before deadlines.
 - Provide development-perspective input on internal and external communication and social media programs.

3. Before each new fiscal year (FYE December 31), work with the Executive Director to develop annual philanthropic revenue goals and clarify objectives for fundraising activities and development events.
 - Create and monitor an annual fundraising budget.

Qualifications, Attributes & Key Success Factors:

- Minimum 3-5 years of fundraising experience
- A proven record of fundraising success with goals of more than \$2 million
- Experience building and maintaining philanthropic relationships
- Comprehensive knowledge of current, emerging, and innovative best practices in philanthropy
- Exposure to and experience in marketing/public relations, event management
- Exceptional verbal and written communication skills
- Focus on outstanding customer service
- Highly competent in the use of technology, including Excel, Word, & CRM databases
- Detail-oriented and effective time management skills
- Ability to multi-task in a fast-paced work environment
- Strong organizational skills
- Be an active, positive member of the leadership team
- Be present locally to meet and greet as needed to meet development goals; preference would be for someone living in the Roaring Fork or Colorado River Valleys
- The position is highly visible and may require some travel, weekend, and evening work to attend special events, meet with donors, etc.
- Knowledge of the Roaring Fork and Colorado River Valleys, from Aspen to Parachute, and understanding of the associated donor pool is required
- Bilingual English and Spanish is a plus

Physical Requirements:

- May be required to do heavy lifting of 50 pounds or greater.
- May be required to stand or sit for extended periods.

Notes:

Nothing in this job description restricts LIFT-UP's right to assign, reassign, or eliminate duties and responsibilities at any time or to change features due to reasonable readjustment of the job or for other reasons deemed appropriate by LIFT-UP. In accordance with Colorado law, your employment is at will.

To Apply:

Please send a cover letter, resume and three professional references within one pdf attachment to office@liftup.org using the subject line 'Director of Development'. Applications will be accepted until March 20, 2025 at 11:59PM MST. LIFT-UP will not take calls about this position.