



Director of Development

Western Resource Advocates (WRA) has spent over 25 years protecting the West’s land, air, and water. We use law, science, and economics to craft innovative solutions to the most pressing conservation issues in the region. Our expert staff work throughout seven interior Western states to implement these solutions within three core conservation program areas: Clean Energy, Healthy Rivers, and Western Lands. We are seeking a Director of Development that is passionate about protection of the natural environment to lead the Development Team and work with a talented group of conservation professionals.

Leading WRA’s Development Team, the Director of Development is responsible for the development, planning, oversight and implementation of a comprehensive development program that secures financial resources from foundations, corporations, family foundations, government, and individuals to support WRA’s conservation goals across the Intermountain West. The Director of Development supervises three direct reports: the Donor Relations Manager, Foundation Relations Manager, and Development Associate.

Working from WRA’s Boulder office, the Director of Development reports to the President, serves as a member of the senior management team, and works collaboratively to bring substantial financial resources to the organization and to support a Culture of Philanthropy. In partnership with the President, the Board of Directors and the Development Team, the Director of Development embraces and acts upon fundraising activities of annual, capital, and major donor campaigns in a collaborative and donor-focused effort. The Director of Development in close collaboration with the President, establishes and meets fundraising goals, supports long-term strategic planning and fiscal management, and ensures integration of organizational priorities within the Development Team.

Job Responsibilities

- Create, lead and manage strategies to meet, or surpass, organizational funding goals for short-term and long-term objectives.
- Work with the President and the Development Team to grow WRA’s philanthropic program across all realms – foundations, corporations, family foundations, and major individual donors.
- Lead, empower and manage our Development Team, taking care to build each team member’s professional skills, capacity and value to our team and to the conservation movement.
- Structure Development Team for highest impact possible, laying the foundation needed for the team to effectively meet all fundraising goals, while also pursuing new opportunities for growth.
- Design and develop new programs for planned giving, government grants, and small donor cultivation.

- Design and implement donor development, stewardship and recognition strategies to enhance donor relationships.
- Partner with the President to create new opportunities to build resources to advance our conservation objectives while developing and maintaining relationships with institutional, corporate, and private funders.
- Work with President, Board members, staff and current donors, foundations and corporate contacts to identify and engage new funding prospects and tactics.
- Plan and lead funder meetings and special events, engaging other staff and board members as needed.
- Lead Development Team to ensure successful annual event and look to expand other targeted fundraising events across the region.
- Partner with communications and program teams on fundraising projects to build resources for the organization.
- Coordinate with the Finance Department to monitor expenditures of grant funds and preparation of financial reports to funders.
- Assess and update current systems, policies, and procedures for development efforts including: gift/pledge processing, fund reporting, acknowledgments, tracking, and reporting.
- Optimize the President's time spent on fundraising – 50% of President's time – so that he is doing the most strategic and useful fundraising work possible.
- Report regularly to the Board of Directors and its Development Committee regarding development strategies and outcomes.
- Staff the Board's Development Committee and provide support, education and leadership to the Board, to increase their understanding of our work, engage them in the work of our organization and to enhance their ability to bring resources to the organization.
- Work with the President and the Development Committee Chair to build and cultivate a Culture of Philanthropy among WRA board members, staff and supporters so that the organization increases resources and its capacity to raise resources for its work.
- Aid in the development of the annual budget by projecting revenue sources and amounts for fiscal year.
- Work with WRA's communications team for content and design of annual report and other materials that have fundraising components.
- Maintain high quality and performance in all development activities.

Job Qualifications

- Bachelor's degree or equivalent.
- At least 7 years of experience with nonprofit fundraising, marketing, outreach, and positioning organizations for growth. At least 3 years of that experience at the senior and/or management level.
- Demonstrated successful team leadership and management skills.
- Experience managing multiple staff and multiple projects with deadline pressures.
- Demonstrated track record of securing financial resources and support through a variety of sources, including: individual donors, foundations, corporations, endowments, and government.
- Commitment to positively representing the organization.
- Excellent verbal and written communication skills.

- Strong organizational skills, with attention to detail and follow-through.
- Strong and engaging entrepreneurial spirit and a willingness to experiment.
- Track record of working collaboratively.
- Proficient in Microsoft Office suite of products, with knowledge of Raiser’s Edge or similar fundraising software.
- Passion to preserve and protect the West’s land, air, and water.

Salary and Benefits

Competitive salary based on relative experience. WRA’s excellent benefits package includes health, dental and vision coverage, a 401(k) retirement plan, life & disability insurance, paid vacation leave and public transit EcoPass. Position is full-time exempt position.

How to Apply

Email the following to hr@westernresources.org in PDF format with “Director of Development” in the subject line:

- Compelling cover letter explaining your interest in the position and our organization;
- Resume;
- Salary requirements;
- Writing sample (1-4 pages); and
- Three references.

Please be sure to mention where you saw the job advertised.

Deadline to Apply: September 9, 2016.

Western Resource Advocates is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.

www.westernresourceadvocates.org