

TITLE: Development & Engagement Manager
LOCATION: Eagle County, Colorado
OPEN DATE: Thursday, December 22, 2022
CLOSING DATE: Posted until filled



Learn More: <https://www.vvmta.org/>

SUMMARY:

The Vail Valley Mountain Trails Alliance (VVMTA) is excited to offer a full-time Development and Engagement Manager (DEM) position to expand our reach and impact for our community. We are looking for an experienced fundraising professional to join our team and lead the evolution of VVMTA's development efforts. This position requires a strong connection to and passion for our community, stewardship of our trails and public lands, and the positive impacts that outdoor recreation brings to our lives.

The DEM will be responsible for all fundraising, development, and engagement activities for the VVMTA. Working closely with the Executive Director, the DEM will work to secure financial contributions from individuals, foundations, and businesses to expand VVMTA's donor base to ensure long-term fiscal sustainability for the organization.

The DEM will create, manage, and execute a strategic development plan that identifies, cultivates, and stewards existing and prospective donors. The DEM will also work closely with the Executive Director to develop a strategic communications plan that showcases our programs, projects, initiatives and tells our story.

This is a new position within the VVMTA, and the DEM will have the opportunity to grow within the organization. The DEM will bring their own experience and creativity to establish development and communications plans to expand VVMTA's fundraising efforts and community engagement.

ABOUT THE VVMTA:

The VVMTA is the leading trail advocacy organization in Eagle County, CO. We promote stewardship of our public lands, sustainable trail building practices and a balance between recreation and conservation. We manage trail advocacy programs such as Adopt A Trail, Wildlife Trail Ambassadors, the Trail Conservation Crew, Soul Dirt, coordinate and train volunteers, educate trail users, and contribute our talents, guidance and time to support local land managers in various soft surface trail initiatives.

LOCATION:

- Eagle County, CO

DATES & TIME:

- Full-time, year round exempt position
- 40 hours per week, on average

- Primary schedule is Monday - Friday with flexibility
- Must be able to work occasional evenings and weekends

POSITION DUTIES & RESPONSIBILITIES:

- Create, execute, and manage a comprehensive and strategic development plan
- Proactively identify and secure donations from existing and new individual and corporate donors
- Create donor engagement events including but not limited to an annual trails fundraiser, membership drive, annual spring kick-off event, and end of year thank you event
- Manage all aspects of CRM including database system management and reporting
- Develop written and visual content for fundraising assets and communications including the end of year giving appeals, membership, marketing & fundraising materials
- In collaboration with the Executive Director, create, execute, and manage a strategic communications plan which includes but not limited to social media, newsletters, written and verbal communications, website, and more
- Develop and manage donor relations, donor stewardship, and other fundraising administration activities
- Oversee appeals for sponsorships and community partnerships including creating sponsorship packets, support materials, fulfillment of benefits, and other collateral materials
- Participate as an active member of the community with key groups and attend community events such as chambers, networking events, social events, hike/bike events & races, and more
- Collaborate with other VVMTA staff to ensure programs and projects are effectively communicated to donors and the community
- Integrate fundraising opportunities into our programmatic work
- Participate in VVMTA programming events and trail projects
- Ability to work in an office environment and perform administrative tasks
- Represent and communicate the VVMTA's mission, vision, initiatives, and values
- Wear "many hats" and perform other duties as assigned by the Executive Director

EXPERIENCE, & QUALIFICATIONS:

- Minimum 3 years of experience with demonstrated success in a nonprofit fundraising role
- Passion, integrity, positive attitude, team player, and a self-directed entrepreneurial spirit

- Passion for our community, trails, stewardship, and the importance of a balance between recreation and conservation
- A proven storyteller that can effectively communicate our impact and successes
- Proven success at creating and implementing fundraising campaigns and events
- Proven success at securing new corporate partners and donors
- Proven success at developing a strategic development plan
- Demonstrated experience creating and implementing communications strategies
- Highly collaborative with experience working with internal stakeholders and community partners
- Strategic thinker, who can leverage community resources, partners, and opportunities to execute projects and overcome obstacles
- Strong connections and relationships within the Eagle County community
- Creativity around crafting donor relationships, with a unique ability to develop relationships through outdoor recreation
- Strong organizational and management skills
- Experience creating marketing, outreach, and communication materials such as but not limited to informational brochures, annual reports, and newsletters
- Excellent communication skills, both written and verbal
- Ability to work independently in the office and in the field
- Ability to use GSuite products such as gmail, sheets, and docs
- Experience with design creation products such as Adobe Illustrator, Photoshop, InDesign, Canva, and more
- Experience with CRM tools, knowledge of Bloomerang and Wordpress is a plus
- Personable and able to work within a customer service-based environment that involves routine interaction with the public
- Possess a strong attention to detail
- Experience and understanding of working in the nonprofit sector
- Positive attitude with versatility to adapt to a changing work environment and unpredictable nature of a small nonprofit organization
- Demonstrated commitment to diversity, equity, and inclusion
- U.S. Citizen with required forms of identification
- Resides in Eagle County, CO

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Occasionally required to stand, sit, walk, crouch, climb and squat
- Occasionally required to hike, walk, stand, or bike ride
- Occasionally required to travel and work remotely
- Occasionally required to lift and carry up to 50lbs
- Occasionally exposed to outside weather conditions
- Willingness to travel (within Eagle County) during work week

BENEFITS:

- Health insurance and dental reimbursement program
- Retirement plan with employer contribution
- Health/ski pass/recreation benefit
- Flexible work schedule and location (must live in Eagle County)
- Generous paid time off for vacation, personal and medical leave
- Access to outdoor industry pro deals
- Gas/fuel stipend
- Cell phone stipend
- Access to professional development and training opportunities

COMPENSATION:

- \$60,000 - \$70,000 - commensurate with experience

TO APPLY:

- Send a resume and letter of interest to: ernest@vvmta.org

The Vail Valley Mountain Trails Alliance is an equal opportunity employer and welcomes a diverse pool of candidates in this search. This program is available to all without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.