



## **Position Description Development Director**

### **The Organization**

Bicycle Colorado is a 26-year old, membership-driven 501(c)3 nonprofit that is building a movement to enhance the health and happiness of Colorado communities by making bicycling accessible and safe for all people in our state. We are recognized as one of the nation's most prominent organizations of its kind.

Bicycle Colorado passionately advocates for bicycle-friendly policies (e.g., Complete Streets; Three-Foot to Pass) and infrastructure (e.g., protected bike lanes; ample shoulders), and provides educational support to help kids and adults ride a bicycle safely and with confidence. We also educate drivers to safely operate their vehicles in harmony with bicycles on the road.

Our team strives to fuel a passion for bicycling and bicycle advocacy in communities across the state, and we collaborate with a variety of constituent groups, including elected officials, government agencies, bike industry organizations and other nonprofits.

### **The Position**

This is a unique opportunity for a talented fundraising professional to join a dynamic, passionate, mission-driven team. The Director of Development will be part of a leadership team that is tasked with guiding the implementation of a new three-year strategic plan focused on expanding the organization's impact. This exciting time in Bicycle Colorado's history offers a curious, results-oriented, entrepreneurial, values-driven fundraising professional a chance to shape a relatively new major donors giving program that is an essential component to achieving the team's goals.

The Director of Development will work closely with the Executive Director to build and implement a fundraising strategy that will yield a steady stream major donors (\$500 + from individuals, foundations and companies) to achieve Bicycle Colorado's fundraising goals. S/he will build strategic relationships with individuals, foundations and companies to secure a diverse and sustainable revenue stream.

This person will also liaise with Bicycle Colorado's Development Committee on a regular basis and with other board members as needed, and will be a public face of Bicycle Colorado at events and community meetings.

Bicycle Colorado is a highly collaborative team. As such, the Development Director will work in close partnership with other members of the Bicycle Colorado, particularly the communications manager, the membership manager and the leadership team.

The position requires frequent travel across the front range, and occasionally to other parts of the state. Some evening and weekend work is also required.

### **Key Responsibilities**

- Create and implement a fundraising plan to achieve Bicycle Colorado's major donor fundraising goals.
- Cultivate a pipeline of prospective major donors and conduct research to understand giving capacity and prospect philanthropic goals.
- Build strategic partnerships with prospective donors by engaging in dialogue to surface interests and potential giving opportunities.
- Create and deliver high-impact proposals that align Bicycle Colorado's interests with those of prospective donors.
- Ensure the timely execution of all major donor acknowledgements (e.g., thank you letters/cards, thank you phone calls).
- Proactively engage with existing major donors to strengthen relationships and to secure a long-term revenue stream.
- Plan and execute high-level donor events throughout the year.
- Assess the impact of fundraising tactics to identify what is working and opportunities to improve; implement adjustments as needed to achieve goals.
- Managed the team's planned giving campaign.
- Regularly explore, propose, implement and assess new fundraising tactics.
- Represent Bicycle Colorado at events and meetings.
- Record all development activities in Salesforce, the team's CRM system, and periodically report activities and results to the Bicycle Colorado team and Board of Directors.
- Work closely with Bicycle Colorado team members as needed to secure event corporate sponsorships.
- Work closely with Bicycle Colorado team members as needed to support the submission of grant applications. This support may include writing or editing grant applications.
- Work closely with Bicycle Colorado's leadership team to successfully implement the team's strategic plan. This will include, but is not limited to, modeling the team's values, facilitating effective communication across the team, driving continuous improvement, cultivating team talent, and supporting a healthy culture.
- Schedule, plan and facilitate meetings with Bicycle Colorado's Development Committee
- Communicate with board members as needed.
- Responsibly steward Bicycle Colorado's financial resources directed towards supporting major donor fundraising.
- Stay current on, and share with the team, fundraising best practices.

### **Background Required**

The candidate will have demonstrated experience in:

- Securing major gifts (\$500 +) using a strategic relationship building approach in the nonprofit sector.
- Crafting and implementing a major donor fundraising strategy to achieve revenue goals.
- Planned giving techniques and best practices.
- Delivering high-impact presentations.
- Client relationship management best practices, including facilitating conversations with prospective and current major donors to build/strengthen relationships and achieve revenue goals.
- Working collaboratively with team members to achieve goals.
- Producing impactful marketing communication materials.

### **Preferred Background**

- Experience with Salesforce.
- Established network of contacts whose interests align with Bicycle Colorado's vision and mission.
- Understanding of the bicycle industry and bicycle advocacy.

### **Personal Attributes**

The candidate will be:

- Passionate about bicycling.
- Curious and self-directed learner.
- Willing to take risks, reflect on performance, learn from mistakes and continuously improve.
- Adaptable to unforeseen circumstances and manage change.
- Highly collaborative who thrives in a team setting with cross-departmental interdependencies.
- A self-starter with the ability to work independently to achieve milestones and goals on schedule.
- Detail oriented with a strong time-management and organizational skills.
- Able to communicate effectively in writing and verbally with diverse groups, both large and small.
- Thrive in a fast-paced environment.

### **Compensation**

A base salary commensurate with experience. Health insurance, vision, dental, major holidays, vacation, transit benefit and retirement plan match are included in the compensation package.

### **Relocation**

Relocation assistance for out-of-state candidates is negotiable.

### **How to Apply**

Email resume and cover letter to: [jobs@bicyclecolorado.org](mailto:jobs@bicyclecolorado.org)

### **Work Schedule**

Workloads are created with the aim of a 40-hour work week, on average, over the course of a year. The ebb and flow of work may require some longer days or weeks, including some evenings and weekends.

**Other**

Our offices are located in vibrant lower downtown Denver near bike paths, light rail lines and Union Station. Indoor bicycle parking is provided. There is extensive travel in the Denver Metro and front range area with occasional trips (approximately 20% of time) to other parts of the state to participate in prospective and major donor meetings.