



Colorado Learning Connections
Tutoring · Test Prep · Enrichment · College Counseling
699 Summit Blvd. · Frisco, CO · 80443
(970) 668-0954 · www.clcsummit.org

JOB TITLE: Development Manager

CLASSIFICATION: Part-time, exempt

REPORTING RELATIONSHIP: Executive Director

SALARY RANGE: \$21.50 - \$28.00/hourly

BENEFITS: Health Insurance reimbursement; sick & personal leave (accrued); flextime and remote work options; paid professional development opportunities; supportive and innovative work culture with opportunities to improve academic culture and education within the Central Mountains communities of Colorado.

LOCATION & TRAVEL: CLC is located in Frisco, CO. Remote applicants are being considered for this role, with preference given to applicants familiar with the Central Mountains Communities. The position requires occasional travel to Summit County, Colorado.

SCHEDULE: 20-25 hours per week, flexible schedule with remote work options

SUPERVISORY RESPONSIBILITY: In collaboration with the Executive Director, responsible for supervising event volunteers.

ABOUT COLORADO LEARNING CONNECTIONS

Colorado Learning Connections is an education-focused nonprofit organization located in Frisco, Colorado. We deliver academic support services and academic programming primarily in Summit and Lake counties. CLC's **mission** is to inspire, guide, and empower students and families through individualized learning and responsive mentoring. Our **vision** is a world where educationally empowered youth become fulfilled individuals and engaged members of their community. CLC recognizes that barriers to learning are systemic, and that the challenges our students face are never confined to the walls of their classrooms. We strive to see and honor the whole person - not just the grades and test scores - and make space for exploration of the root causes of poor academic performance. CLC works with students and families to design individualized

academic solutions and guide students towards success in the classroom and beyond. CLC is focused on ensuring *every* student has access to the resources and support to succeed academically.

Our **services** include:

- After-school & in-school tutoring
- Educational enrichment and interventions
- Educational services for student-athletes and homeschool students
- Individual and small group standardized test preparation
- College consulting and college essay sessions

OUR PRIORITIES:

1. Creating opportunities for all students through improved academic performance and confidence in the classroom.
2. Mentoring tomorrow's community leaders, innovators, thinkers, and artists.
3. Fostering kindness, empathy, and humor in the next generation.

ABOUT THIS POSITION: The Development Manager is responsible for the identification, development, and stewardship of funding sources to support CLC's programs. The Development Manager's primary responsibilities include management of CLC's grant portfolio, the development and stewardship of individual and corporate donors, and the coordination and implementation of CLC events. The Development Manager works in partnership with the staff team and the Board of Directors to plan for and execute annual fundraising events, build strong relationships with donors through professional and authentic communications and interactions, create opportunities to invite new donors into our community, and confidently and effectively manages our donor database. This role also takes the lead on the identification, creation, and submission of grant opportunities, along with any reporting duties, and maintains professional relationships with CLC's long-term funders. The Development Manager in collaboration with the staff team also records and analyzes relevant programmatic data for the continual improvement of CLC programs.

A SUCCESSFUL DEVELOPMENT MANAGER WILL:

- Proactively and independently manage their time and workload to successfully meet deadlines, anticipate and overcome challenges, and leverage resources and opportunities to increase financial impact.

- Propose solutions to issues without much guidance, proactively ask for help, anticipate problems, and course-correct where needed.
- Cultivate a sense of ownership of their role and impact within the organization and exercise agency in regard to duties and projects to intentionally move the organization forward.
- Enjoy engaging stakeholders in meaningful and authentic conversations about the importance and impact of CLC's work.
- Recognize how systemic inequities intersect and impact the communities we serve.
- Be passionate about the role of education in creating happier, healthier individuals and communities, and channel this enthusiasm into fundraising materials and interactions with the current and prospective CLC stakeholders and champions.

ESSENTIAL DUTIES

Essential Duties and Responsibilities

FUNDRAISING & EVENTS (40%)

- Build relationships with key donors, board members, and stakeholders to support CLC's mission and work.
- Manages donor engagement to cultivate, steward, and acknowledge existing and new donors.
- Identifies new funding opportunities that contribute to a diverse and comprehensive fundraising plan.
- Maintains individual portfolio of approximately 25-50 annual donors.
- Supports the ED in growing the gift program by upgrading existing donors and identifying new donor prospects that can be cultivated in partnership with the board of directors.
- Actively prospects and solicits new donors and conducts donor research on existing and new potential donors.
- Manages creation and execution of a comprehensive Annual Fundraising Plan.
- Supports cultivation of new corporate prospects.
- Ensures all donor cultivation and fundraising events are developed and executed with the mission in mind and delivered in a collaborative, effective manner that honors deadlines and stays within the established budgets.

GRANT PORTFOLIO MANAGEMENT (30%)

- Conducts regular research on new and existing grant funding opportunities, and on best practices and emerging research within CLC's focus area.
- Writes and submits LOI's, proposals, and applications for CLC programs with fidelity and accuracy.
- Collects and synthesizes programmatic data and outcomes into grant reports in observance of each grantor's specific reporting requirements and deadlines.

INTERNAL ADMINISTRATION (20%)

- Coordinates daily operations of development functions.
- Develops and maintains donor relationships including but not limited to generating thank you letters, annual mail campaigns and coordinating pledges/matching gifts.
- Coordinates and manages a donor database including establishing best practices and organizational standards, updating donor records based on communication and engagement with donors, and producing reports.
- In collaboration with the staff team, records and analyzes relevant data and recommends programmatic improvements based on data, constituent, and stakeholder feedback.

BOARD ENGAGEMENT & REPORTING (10%)

- Partners with the Board of Directors to engage them in fundraising strategies, donor identification, cultivation, stewardship and acknowledgement.
- Works with the ED and Board of Directors to support all board members in making a meaningful contribution to CLC on an annual basis.
- Submits proposals, reports and documentation to the Board of Directors in a high-quality and timely manner.

ESSENTIAL QUALIFICATIONS:

Required Qualifications

- B.A., Nonprofit management, Education, Business, or related fields preferred
- Minimum one year fundraising experience, or experience in a related field
- Excellent research skills
- Strong written and verbal communication skills
- Strong accounting and budgeting skills
- Adept and empathetic facilitator
- Proficiency in G Suite Drive systems
- Ability to work independently in collaboration with team members

- Ability to produce high quality content on a deadline without direct supervision

Preferred Qualifications

- Understanding of the challenges facing the local underserved/disadvantaged youth population and the positive impact of education upon these populations
 - Experience expanding and stewarding individual donor contributions
 - Proven grant writing success
 - Bilingual English/Spanish preferred
 - Residents of the Central Mountains Communities (Summit, Lake, or Eagle Counties)
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TO APPLY:

Interested applicants should send a brief cover letter sharing their interest in the position along with a resume to Admin@clcsummit.com.