



Job Title: Development Director

Reports To: Executive Director

Direct Reports: Development and Grants Manager, Marketing Special Events Coordinator

Job Status: Year Round Full Time

Salary/Benefits: Competitive/Commensurate with experience and other qualifications.

Organization Summary

The Breckenridge Outdoor Education Center (BOEC) is a 501(c)3 organization that provides life-changing outdoor learning experiences to people of all abilities, with a focus on those with disabilities and special needs. The BOEC has been in operation for over 42 years and enjoys a national and international reputation as one of the premier adaptive outdoor education programs in the country. BOEC programs feature the Adaptive Ski and Ride School at the Breckenridge and Keystone Resorts, the Wilderness Program which operates on an outdoor education campus at the base of the ski hill in Breckenridge, CO and also offers “mobile” wilderness program in areas throughout Colorado and Utah. The BOEC Internship Program is an intensive, semester long training and work experience in adaptive recreation and education training over 570 talented professionals over the past 42 years.

Position Overview

This is a unique opportunity for a talented professional to join a dynamic, passionate, mission-driven team. The Director of Development will lead strategy and execution to increase annual fundraising from \$700K annually to \$1.5M over 5 years and will work closely with the Executive Director and the Board of Directors in all development and fund raising endeavors to meet these goals.

Essential Duties and Responsibilities

- Participate in annual planning including develop and submit annual Development Department goals, plan and budget for approval by Executive Director.
- Create and implement a fundraising plan to achieve BOEC’s major donor fundraising goals.
- Provide oversight to Grant Program ensuring timely submission of grants and reports, reviewing proposals as needed and supporting Development/Grant Manager in successful achievement of goals and fundraising objectives.
- Provide oversight to continued development and implementation of BOEC database.
- Develop and implement a Donor Relations strategy to ensure timely execution of all major donor acknowledgements.
- Develop and implement a planned giving campaign for the organization.
- Develop and implement a Corporate Giving program which includes sponsorship opportunities, outright gifts, percentage of sales campaigns, employee giving and volunteer opportunities.
- 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 uncover interests and potential giving opportunities.
- Create and deliver high-impact proposals that align BOEC’s interests with those of prospective donors.
- Proactively engage with existing major donors to strengthen relationships and to secure long-term revenue stream.

- Plan and execute high-level donor events throughout the year.
- Regularly explore, propose, implement and assess new fundraising tactics.
- Oversee two key staff members including the Development/Grants Manager and Marketing/Special Events Coordinator to ensure each are meeting and achieving goals.

Marketing and Special Events

- Provide oversight to Marketing/Special Events which includes implementation of marketing and communications campaigns with a goal to increase awareness of BOEC and its programs, advance fund development objectives and advance BOEC's positive reputation in the community.
- In collaboration with Coordinator, Marketing/Special Events Coordinator prepare annual Marketing goals, plan and budget for approval by the Executive Director and Board. Oversee the budget, track and manage all marketing related expenses.
- Provide direct oversight and support in the planning and implementation of all BOEC special events and lead development of new signature event which will advance recognition of the BOEC in the community, add to donor pipeline and raise funds for the organization.

Other duties include:

- Establish and manage effective accounting and revenue/expense management procedures for all areas of responsibility.
- Participate on the BOEC senior management team. Attend and participate in all staff meetings (weekly) and board meetings as needed. Serve as staff liaison to marketing, event or PR related committees.

Qualifications:

- 5+ years' experience in fundraising, relationship-based sales or relevant experience.
- Must embrace the mission of the BOEC.
- Strong interpersonal and writing skills.
- Familiarity with database management including Gift Works fundraising software.
- Experience with budget management and oversight.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and volunteers.
- Have the desire to get out of the office and build external relationships
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls and to motivate the development team to do the same.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

Please submit cover letter and resume to: Sonya Norris, Executive Director
 By email: BOEC@boec.org or by mail to: PO Box 697, Breckenridge, CO, 80424