



Career Opportunity: Development Director

About the Buddy Program

Join our team!

For 49 years, the Buddy Program has been serving youth in the Roaring Fork Valley community. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration, Action, and Discovery Program). Mentor/mentee pairs in our Community Program stay together for 3.5 years, nearly twice that of national mentoring programs. Program evaluations demonstrate the Buddy Program has helped our Little Buddies in areas of self-esteem, decision-making, academics and relationships with friends and family. The Buddy Program works with 400-450 youth and their families each year and an additional 135+ adult volunteers and continues to grow to meet the large need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization.

In its 50th year, the Buddy Program will be expanding programming to Glenwood Springs, offering all four mentoring programs by Fall 2023. The organization is working on building relationships, partnerships, and opportunities for the entire Roaring Fork community.

Vision: We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success

Mission: The Buddy Program empowers youth through mentoring experiences to achieve their full potential

Commitment to Social Justice, Diversity and Inclusion We value, celebrate, and consciously cultivate diversity as we strive to achieve equity through the power of mentoring. Our team of staff and boards of directors embrace our [Commitment to Social Justice, Diversity and Inclusion](#), along with our mission, vision and core values.

Working Relationships:

- Reports to the Executive Director

- Supervises Development Coordinator, Senior Recruitment Manager/Development Coordinator, Marketing and Communications Manager and Summer Development Intern, others that may arise
- Works closely with Business and Events Manager, Assistant Director, Mentoring Program Director, LEAD Program Director, Board of Directors, Leadership Development Board

Responsibilities include:

- Work with Executive Director and Board of Directors in creating and overseeing fundraising goals, budget and strategies to support program and organizational needs
- Identify, cultivate, solicit, and steward support and form relationships with individuals, foundations and business sponsors including prospect research and cultivation strategies
- Develop detailed project plans for annual fundraising efforts and ensure resource availability and allocation
- Oversee and manage appeals, proposals and reports, including but not limited to:
 - Appeals for Glenwood Springs program expansion
 - National Council appeals, renewals, lapsed solicitation
 - Annual Appeal
 - Colorado Gives Day
 - Online and others that may arise
- Work collaboratively with the Development and Marketing team to manage the planning, production, marketing efforts and donor services for all fundraising events including:
 - National Council and Board events
 - Bash for the Buddies
 - Online Auction
 - Boogie's Buddy Race
 - Gingerbread House Workshops
 - 50th Anniversary/Glenwood Springs events
 - Other events that arise
- Oversee key marketing and fundraising messages, including management and production of marketing efforts for donor communications and fundraising events
 - Management of weekly Development and Marketing meetings to ensure

that our messaging is coordinated to best support fundraising and programmatic needs

- o Management of donor communications:
 - National Council newsletters
 - Monthly newsletters
 - Annual Report
 - Website: Event pages, Sponsorship pages and support pages
 - Social Media
- Oversee transition to Donorview CRM
- Work with Executive Director in managing the Board of Directors and support oversight of Leadership Development Board (LDB)
 - o Work with Executive Director to plan and execute Board meetings throughout the year
 - Attend Board meetings and make presentations
 - Prepare reports for meetings
 - Convene Bash Committee and Development Committee meetings and reports for these committees
 - Manage Board materials and documents of Board Governance

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Skills and Life Experience:

- Passionate about the mission of the Buddy Program
- Advanced interpersonal and communication skills
- Strong organizational skills, excellent attention to detail, efficiency, ability to meet deadlines and manage multiple projects at one time
- Ability to prioritize work in accordance with Buddy Program goals and priorities
- Bachelor's Degree or similarly relevant life experience
- At least 3 years experience in related field (development, fundraising, soliciting) preferable
- At least 3 years experience in management of staff
- Ability to tell the Buddy Program's impact story both verbally and in writing
- Flexible with time and duties as they evolve
- Strong computer skills -Google and Microsoft Office and experience with using a database (Donorview CRM or equivalent preferred)
- Professional in daily habits, both in and out of the office.
- Ability to act as a good-will ambassador of the Buddy Program

Time and Compensation Details: Full-time; 40 hours per week. Some nights and weekends required. This position is located in our Aspen office is a non-exempt position and includes some flexibility to work from home. Salary range is \$85,000-\$100,000. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement match, TRIAD EAP, full healthcare plan including dental and vision.

Send cover letter and resume to jobs@buddyprogram.org, Subject Line: "Development Director", this position is open until filled.

It is the policy of the Buddy Program to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, the Buddy Program employs only United States citizens and individuals who are authorized to work in the United States. The Buddy Program participates in E-Verify and will provide the federal government with employee's Form I-9 information to confirm that they are authorized to work in the U.S.