



Career Opportunity: Development Director

About the Buddy Program

Join our team!

For 52 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 2023, the Buddy Program expanded all four of its mentoring programs to Glenwood Springs. 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.

Values: Kindness, inclusion, discovery, connection, empowerment

Working Relationships:

- Reports to the Executive Director
- Supervises Program & Development Coordinator Marketing and Communications Manager, Events & Sponsorship Manager, and Summer Development Intern(s).
- Works closely with, Assistant Director, Mentoring Program Director, LEAD Program Director, Business Manager, Leadership Development Board and Board of Directors

About the Development Director Role:

The Development Director is part of the Development & Marketing team who engages with and cultivates donors, Board Members, and volunteers to support the work of our organization. As a Director, they manage staff and work as a part of our Operations Team as well. In addition to working in person with donors and Board members, they are communicating through newsletters, appeals and emails to supporters as well as planning and executing fundraising and awareness events.

Ideal candidates have many or all of these skills and traits: mission aligned and ability to link fundraising strategies to organization's mission, collaborative, leadership and strategic thinking, excellent interpersonal skills, strong communicator- persuasive public speaker, clear writer and effective storyteller, strong organizational skills, able to take initiative and follow through, inspire staff, board members and volunteers to participate in fundraising, creative, engaging, reliable, culturally humble, flexible (including with schedule), and experience in fundraising/sales, management of people and volunteers is necessary.

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
- Manages and supervises Development staff, including hiring, training and supporting staff development
- 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:
 - National Council appeals, renewals, lapsed solicitation
 - Annual Appeal
 - Bash Lapsed Patron Appeal (unsure on wording)
 - 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
 - Loteria
 - Bash for the Buddies
 - Online Auction
 - Boogie's Buddy Race
 - Buddy Classic Golf Tournament
 - Gingerbread House Workshops and kit sales
 - Shopping Receptions and Community Conversations
 - 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
 - Management of donor communications:
 - National Council newsletters
 - Monthly newsletters
 - Annual Report
 - Website: Event pages, Sponsorship pages and support pages
 - Social Media
- Oversee all work in Donorview database and use data to support fundraising strategy
- Work with Executive Director in managing the Board of Directors and support oversight of Leadership Development Board (LDB)
 - 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, Gingerbread, Golf, and Development Committee meetings and reports for these committees
- Manage Board materials and documents of Board Governance

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
- Experience managing events
- Experience managing volunteers
- 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 an exempt position and includes some flexibility to work from home and other Buddy Program offices (Carbondale and Glenwood). Salary range is \$85,000-\$100,000. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement contribution, ALL ONE EAP, full healthcare plan including dental and vision.

For more information on this position or to apply, click [HERE](#)

Position 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.

NOTE: Housing in the Buddy Program's service area, and in the Roaring Fork Valley in particular, is extremely constrained and expensive. Locally based candidates or those with clearly demonstrated intentions and ability to move to the area will be given preference. The Buddy Program does not provide housing.