



### **Friends of the Colorado Avalanche Information Center**

The Friends of the Colorado Avalanche Information Center (Friends of CAIC) is a 501(c)3 group whose mission is to promote avalanche safety in Colorado. The Friends work with the CAIC to ensure information on avalanche conditions is available to the public and to promote avalanche safety through innovative educational efforts and sponsored events.

The Colorado Avalanche Information Center (CAIC) is a program within the Colorado Department of Natural Resources tasked with reducing the impact of snow avalanches on recreation, industry, and transportation. The program receives funding from the Colorado Department of Transportation, the Colorado Severance Tax Fund, and cash funding via contracts, grants, and donations, most of which come from the users of the forecasting and educational services. The CAIC depends on a successful fundraising effort in order to carry out its mission.

### **Development Officer**

With a dedicated staff, fast growing annual revenue, and a committed Board of Directors, Friends of CAIC is positioned to expand its reach. We are looking for an experienced fundraising professional to join our team as our Development Officer. This position will lead the evolution of Friends of CAIC's development efforts and will drive the organization to the next level. This position requires a strong passion for avalanche safety and the desire to work for an organization that seeks to grow the Colorado Avalanche Information Center's program of avalanche forecasting and education. The Development Officer will design and implement a comprehensive fundraising strategy across individual giving, public and government grants, foundations, corporations and special events.

This position will be responsible for identifying and motivating first-time and current major donors, assisting the Executive Director with liaising and developing new initiatives with existing corporate sponsors, and identifying new partnership opportunities. We are looking for a thought leader in developing compelling messages and stories to solidify and expand our core relationships. The Development Officer will solicit new opportunities to receive grant funding, prepare grant submissions and file reports.

We are looking for a creative, critical thinker that is not restricted by conventional fundraising. Your passion for sharing and showcasing personal stories will compel donors, institutions and attendees to support avalanche safety in Colorado.

**Specific Responsibilities include:**

- Create and implement a comprehensive and strategic fundraising plan for Friends of CAIC.
- Develop and execute a pipeline for Friends of CAIC senior leadership that offers clarity on funding projections and supports the overall strategic plan
- Manages a portfolio of individual, foundation, and corporate donors.
- Identify, qualify, cultivate, solicit, and steward individual donors.
- Identify, apply for, and report on grants.
- Interact with donors, prospective donors, and event attendees.
- Integrate fundraising opportunities into our programmatic work.
- Guide board members through donor acquisition, cultivation, and retention.
- Development of major donor fundraising events and peer-to-peer campaigns.
- Manages all aspects of Friends of CAIC donor database
- Assisting the Executive Director with financial information for accounting and pipeline purposes.
- Assist Executive Director with corporate partnership program
- Assists with the Friends of CAIC Benefit Bash and other events throughout the State of Colorado.
- Attend annual Outdoor Retailer event as needed
- Other duties as assigned

**Qualifications:**

- Must embrace the mission of the Friends of CAIC and the CAIC. Experience in one or more winter recreation fields is preferred.
- B.A. degree with a minimum of 2+ years experience in a development role of a non-profit.
- A proven track record of obtaining and maintaining significant programmatic grant funding.
- Creativity around crafting donor relationships, with a unique ability to develop relationships through outdoor recreation.
- Experience in portfolio and moves management of donors.
- Excellent written and verbal communication skills.
- Experience working remotely and independently.
- An open and collaborative work style.
- Comfort with the unpredictable nature of small non-profit organizations.
- Proficiency with Microsoft Office suite, GSuite, Adobe Acrobat, CRM tools. Knowledge of Salesforce and Classy preferred.
- Familiarity with fundraising systems, databases and technology to design and execute the fundraising plan.
- Willingness and ability to travel throughout Colorado.
- Strong organizational skills.

**Working Conditions and location:**

This is a virtual position, as the Friends of CAIC has no central office. You will need to be able to work both independently while collaborating virtually, thus be comfortable communicating using a variety of modern technologies and web-based platforms.

- This position is a full time, year round position
- The Development Officer will work a 40-hour workweek that may include weekends and evenings.
- The location of this position is flexible. However, we prefer the Development Officer be based along the I70 corridor from the Roaring Fork Valley to Denver.

**Compensation:**

- Salary: \$50,000- \$60,000 annually
- 401(k) retirement plan with an employer match and employer contribution after 1 year of service
- Generous time off including 15 paid vacation days as well as paid holidays
- Opportunities for advancement
- Professional development opportunities
- Flexible work schedule
- Mileage reimbursements based on current IRS mileage rates
- Health insurance stipend
- Monthly cell phone reimbursement
- Ski Pass Reimbursement
- Opportunity for continuing avalanche education

**How to Apply:**

Interested applicants can send a cover letter, resume, and writing sample via email to: [info@friendsofcaic.org](mailto:info@friendsofcaic.org). Please write "Development Officer" in the subject of your email.

This position will remain opened until filled.