



SAND CREEK REGIONAL GREENWAY

Wilderness In the City

Sand Creek Regional Greenway Partnership

Job Title: Development Director

- Status: Full-time
- Pay: Salary \$70,000 to \$78,000 annually
- Benefits: 6.7 hours of vacation per month totaling 10 vacation days per year, 8 hours of paid health leave each month for a total of 12 days per year.
- Health, vision, and dental insurance with a generous employer contribution
- Monthly cell phone and mileage stipend
- Paid holidays
- Reports to: Executive Director

Organization Background

The Sand Creek Regional Greenway Partnership (SCRGP) is a 501(c)3 non-profit organization established to protect, maintain and enhance the 13-mile Sand Creek Regional Greenway in the Northeast metro Denver area. Over the past 23 years and with the support of many, the SCRGP has raised over \$15 million for the Sand Creek Regional Greenway.

The SCRGP is committed to enhancing the equitable access, awareness, and engagement of the Greenway. The SCRGP is devoted to the vision of a dynamic Greenway that all nearby community members can safely and comfortably enjoy. The SCRGP believes all people, regardless of resources or abilities, deserve impactful and meaningful opportunities to interact with nature and the outdoor space.

The SCRGP champions public awareness of the Greenway, including its scenic, natural, historical, cultural, and recreational resources. Through creative programming and education, enhanced recreational opportunities, and volunteer and stewardship opportunities the SCRGP broadens engagement with the Greenway.

Role Description

The Development Director, a new position within SCRGP, will provide leadership, strategic direction, management, and coordination of all philanthropy efforts at the SCRGP. In collaboration with the Executive Director and Board of Directors, the Development

Director will create and execute an annual strategy to promote and increase support for the SCRGP through grant writing, individual giving, corporate partners, special event planning, and other sources.

The Development Director should be someone who can work with diverse audiences and has the capacity to effectively narrate the impact of SCRGP work through written and verbal communication. SCRGP is looking for applicants with strong communication skills, the ability to think creatively and innovatively, event planning experience, and a passion for creating connections and community.

The Development Director will manage at least one SCRGP staff and will work closely with all other SCRGP staff, volunteers, and community ambassadors.

Duties and Responsibilities include but are not limited to

Fund Development and Grand Management

- Research and compose grant proposals for various funding sources, such as foundations, corporations, and government agencies, in collaboration with the Executive Director.
- Maintain an organized annual grants calendar to track proposal and reporting deadlines, and effectively communicate these deadlines to relevant staff members to facilitate timely completion.
- Represent the organization by defending grant proposals and facilitating site visits for potential and current funders.
- Oversee the management of awarded grants, including report writing, financial tracking, and monitoring grant-specific metrics.
- Drive the expansion of the major gifts program by identifying, nurturing, and soliciting support from major donors, encompassing both existing contributors and potential benefactors.
- Manage gift acknowledgment procedures, supervise donor database maintenance, and establish robust protocols and policies for donor relationship management.
- In collaboration with the Executive Director, contribute to the formulation and execution of innovative marketing and development strategies.
- Provide regular updates and reports to the Executive Director and Board of Directors on donor engagement, fundraising progress, and revenue projections.

Community Navigation and Communications

- Develop annual impact report for the SCRGP, collaboratively incorporating input from various staff members.
- Collaborate with the SCRGP program staff to promote volunteer events, public programming, and other SCRGP hosted events to target audiences, including the creation of promotional materials such as flyers and brochures.
- Collaborate with internal teams to gather stories, testimonials, and content that showcase the impact of the SCRGP's programs and initiatives.
- Support PR efforts through maintaining relationships with media outlets, influencers, and community partners for increased organization visibility.
- Grow and manage a development team to include supervising the Outdoor Equity and Volunteer Manager ensuring outreach with the community and development of volunteer program aligns with SCRGP mission.

Special Events

- Take charge of conceptualizing, organizing, and orchestrating events, related to fundraising and donor cultivation including annual occasions like the Mural Festival and A Night on the Greenway.
- Develop and execute event sponsorship strategies to secure financial support and in-kind donations from partners and sponsors.
- Supervise event management system, encompassing tasks such as data entry, progress monitoring, reporting, and guest registration and coordination.
- Maintain oversight of event objectives, financial targets, and expenditure, providing regular updates and reports on goal attainment, budget management, and expense tracking.
- Working with other SCRGP staff, recruit and manage event volunteers, providing training and guidance as needed to ensure smooth event operations.

Required Qualifications and Skills

- Able to initiate and enjoy direct communication with donors and prospects
- 5+ years' experience in cultivating, soliciting, and stewarding corporate and individual donors, experience in grassroots fundraising a plus
- Skilled at establishing and cultivating strong relationships with diverse constituents
- Strong storyteller and public speaker; able to make emotional connections to mission and communicate impact and results in a compelling fashion
- Excellent written and oral communication
- Proactive, self-motivated and highly accountable with the ability to critically think and deliver results in a fast-paced, collaborative, team culture

- Self-motivated and able to independently reach project deadlines
- Task-oriented with an excellent sense of priority, analytical thinking, logic and objectivity
- Highly organized with a strong attention to detail
- Flexible, with the capacity to work under tight deadlines and have excellent follow-through skills
- Ability to motivate and manage others, working in a team environment, and ensure ongoing individual professional development
- Passionate about Sand Creek’s mission, the environment, and outdoor equity with a strong interest for getting more folks engaged with the outdoor space

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organizational values.

Physical and Emotional requirements

- Ability to work in outdoor settings in various weather conditions for up to eight (8) hours
- Ability to set up, break down, and load equipment up to 50 lbs. Examples include moving and setting up tents, tables, banners and other items for community and volunteer events
- People person comfortable speaking and engaging with folks at community events
- High level of commitment to outdoor equity
- Cultural competency working with communities that have previously had less engagement with outdoor experiences

We remain committed to building a diverse team and welcome applications from individuals regardless of background, race, sexual orientation, physical or neurological variances, and other personal defining attributes – even if they do not meet 100% of the requirements or qualifications listed. SCRGP is happy to consider reasonable accommodation for the selected applicant.

Term of Service

This full-time position is funded for 12-months. Opportunities for extending funding are already in progress. Flexible hours are required, including occasional evening and weekend commitments. Employment is at-will.

Location

This position is based at 7350 E. 29th Ave. Suite 300. Denver, CO 80238. The SCRGP serves communities along a 13-mile trail which will require much of the work to be in the field and within the community (Northeast metro Denver area). This position has the flexibility to work at home, at the office, and in the field.

SCRGP Diversity Statement

Unity is found in diversity.

In nature, flourishing diversity signifies health, vibrancy, and sustainability—the Sand Creek Regional Greenway Partnership endeavors to elevate and embrace diversity in all forms. We strive to integrate the complexities and rich diversity of all people and environments near and around the Sand Creek Regional Greenway into our work. By purposefully and authentically creating inclusive and equitable programs, events, and working environments, we can better serve the Greenway and its communities. We dedicate ourselves to the opportunity to grow alongside our community.

To Apply

Interested applicants should send their resume and cover letter addressing the questions below to Mo Fair, SCRGP's Executive Director, at mfair@sandcreekgreenway.org with subject line Development Director Application.

- What does SCRGP's mission mean to you?
- Why are you the right person?
- What about this position calls to you?

No phone calls, please.

Resumes are accepted on a rolling basis until the position is filled.