

# WE'RE HIRING!

## ***POSITION: DEVELOPMENT OFFICER***

**The Vail Valley Foundation (VVF)** is seeking a non-profit development professional to assist in meeting the fundraising goals of the Vail Valley Foundation. The right individual will have unbridled enthusiasm and passion for the mission and vision of the Vail Valley Foundation and be a very driven and self-starting individual.

Strong work ethic, initiative, and interpersonal skills are a must, along with excellent oral and written communication skills. Candidates must have a proven track record of meeting preset goals, as well as attention to detail and the ability to manage several different projects simultaneously. Creativity and thinking outside the box are required in order to represent the VVF mission and vision to a wide range of audiences. The focus of the position will be on creation of new partnerships and supporters within Eagle County.

### **WHO IS THE VVF?**

*Founded in 1981, the Vail Valley Foundation (VVF) was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 55 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.*



### ***GOALS:***

The Development Officer reports to the VP of Membership and Development, and works in collaboration with the entire Vail Valley Foundation Development team to create new business prospects for the Vail Valley Foundation. The Development Officer will have primary responsibility for identifying new revenue sources and developing sustainable strategies to cultivate and steward new grassroots, mid-level support, and top level gifts working in conjunction with all departments. The Development Officer will also be required to help out across all fundraising and development events.



### **REQUIREMENTS:**

- Bachelor's Degree or higher required and minimum of 3 years equivalent experience with a proven track record in donor relations and gift solicitation and/or sales
- Ability to work independently and as part of a strong team with fellow development colleagues and entire staff
- Strong leadership, initiative, interpersonal and people skills
- Willingness and ability to work effectively with staff, board members, funders, donors, and volunteers
- Excellent management and organizational skills, ability to work on multiple projects and deadlines simultaneously with the capacity to generate innovative solutions and strategies to cultivate donor relationships and fundraising initiatives
- Ability to develop, analyze, and conceptualize development goals and strategies
- Excellent oral and written communication skills that consistently communicate key messaging and mission
- Good principles of management and systems and development planning knowledge
- Ability to exercise discretion in handling confidential information & materials, willingness to cooperate with diverse donors and community groups
- Ability to develop, prepare, and manage fundraising budgets
- Willingness to provide support to the greater VVF Development team and the Vail Valley Foundation staff as available and necessary
- Ability to learn and master technology programs as needed; use of standard office equipment
- Pass background check, current driver's license, able to work in a moderately loud and dynamic work environment
- Proven ability to consistently accept feedback, set, meet and exceed goals

### **RESPONSIBILITIES:**

- Collaboratively develop annual and long-term plans for fund development to successfully solicit and increase VVF contributions at all giving levels
- Collaborate with VVF sales team to secure corporate sponsor prospecting, proposals, and solicitations
- Ensure coordination of donor solicitation and fundraising strategies that align with Education Development as well as overall VVF Development goals
- Foster and maintain relationships and donor strategies with donors by meeting and communicating with those donors on a regular basis and executing outlined strategies
- Work with VP to prepare, recommend, and administer budgets, plans, and policies related to financial development
- Lead the effort for all prospecting and donor cultivation
- Collaborate with Marketing to develop and implement messaging, marketing, and advertising efforts to create new business

### **BENEFITS AND COMPENSATION:**

This is a salaried, full time year-round position eligible for all VVF employment benefits.

### **TO BECOME A CANDIDATE:**

Please send a cover letter, resume and references to [jobs@vfv.org](mailto:jobs@vfv.org)

*This job description is not an exhaustive list of duties, responsibilities, and qualifications. Additional duties may be assigned.*

