



## **JOB POSTING: DEVELOPMENT MANAGER**

**The Park People works with communities to plant trees and improve parks for a healthy, resilient future.**

While supporting the Vision, Mission, Goals, and Values of The Park People (TPP), the Development Manager will help manage and coordinate ongoing fundraising and development activities to provide for the short and long-term needs of the organization, including individual giving, corporate sponsorships, and foundation and government grants. In this newly created position, the Development Manager will report to the Executive Director (ED) and work closely with the ED and the Development Committee to plan, develop, and execute a comprehensive program of fundraising. They will also support alignment of communications between marketing materials, social media/marketing, and fundraising.

### **DUTIES & RESPONSIBILITIES**

- Work with ED, Board of Trustees, and partners, such as the City of Denver, in developing a comprehensive fundraising strategy supporting: 1) an organizational budget of \$525,000; 2) fundraising efforts for the organization's capital projects; and 3) focusing on individual donations while including government and foundation grants and corporate sponsorships
- Support the organization's program to develop and orchestrate a well-defined donor cultivation and solicitation strategy to: 1) broaden base of potential supporters; 2) steward and upgrade existing individual donors; and 3) cultivate a portfolio of 10-20 prospective major donors (capacity for \$5,000 and more annually)
- Maintain a list of potential financial donors and manage donor relations, including tracking relationships, donation data and trends, as well as acknowledging gifts
- Identify and cultivate relationships with the business community and local foundation representatives
- Coordinate and manage grant research, writing, and submission efforts
- Assist in planning and coordinating local fundraising events and campaigns
- Assist ED in building communications strategy and messaging to help build brand awareness and support activities, collateral fulfillment, social media/marketing, public relations and community outreach

## REQUIREMENTS/QUALIFICATIONS

- Demonstrated success fundraising and building relationships with new and existing donors
- Three+ years of fundraising experience with a nonprofit organization
- Experience working with individual and corporate donors, major gifts, and grant solicitations
- Completion of four years of higher education, or equivalent experience
- Proficiency with software including Salesforce or other CRM, word processing, spreadsheet applications, and email
- Knowledge of and deeply held commitment to addressing environmental and community challenges through activities and programs of TPP
- Demonstrated ability to engage and support Board of Trustees and other high-level volunteers
- Proven written, verbal, and interpersonal communication skills
- Excellent analytical, organizational, and time management skills
- Enthusiastic, dedicated, and adaptable team player

## WHAT WILL SET YOU APART

- Fundraising certification
- Existing networks and connections in the Denver community
- Experience in marketing, communications, public relations, and social media

TPP is an equal opportunity employer. We believe a diverse staff contributes to the creativity and strength of our organization. We seek to create an inclusive, equitable, and welcoming work environment.

**HOURS & SALARY:** This is a full-time, salaried position, with some evenings and weekends. In addition to the opportunity to work with passionate people and make a difference, TPP offers three weeks of vacation, paid holidays, a two-week office closure at the end of the calendar year, and a medical benefits stipend. Salary is commensurate with experience with a likely range between \$45,000-\$50,000.

**To APPLY:** Please send resume, cover letter, and a writing sample by June 20, 2021 to [general@TheParkPeople.org](mailto:general@TheParkPeople.org) (subject line "Development Manager Position") or 1510 S. Grant St, Denver, CO 80210.

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The Park People is a 52-year-old 501(c)(3) nonprofit organization working with communities to plant trees and improve parks for a healthy, resilient future. We pursue this mission by raising funds for capital projects of various sizes and through our programs: *Denver Digs Trees*, *Community Forester*, *Mile High Tree Champions* and *Park Legacy*.

[www.TheParkPeople.org](http://www.TheParkPeople.org)