

## Development Manager

### POSITION SUMMARY:

The Epilepsy Foundation of Colorado & Wyoming is seeking a fundraising manager on the development team to lead the signature walk event based in the Denver Metro area and two regional walk events based in Colorado Springs and Fort Collins. As a successful fundraising leader, you will use your proven networking and relationship building skills to cultivate key community connections and take all walk events to the next level. This position will also be responsible for implementation of marketing and communications plans including email, social media, and written materials to support all development and program activities.

This position will be responsible for engaging and stewarding existing and new friends and family and corporate team support, creating and implementing a marketing and communications plan, reaching specified goals for all walk events to include, but not limited to teams, total participants, fundraising revenue, and fundraising averages. The Development Manager will need to recruit and manage all Walk Committee Volunteers, including day of event volunteers.

### RESPONSIBILITIES:

#### Events Management & Strategic Planning

- In partnership with the VP of Development, design and implement a comprehensive fundraising strategy, monthly goals/timelines, and stewardship plan for all Walks.
- In partnership with the VP of Development, increase corporate engagement through fundraising and/or sponsorship.
- Design and implement a marketing/communication strategy for all development activities to reach new and existing constituents.
- Logistics management for all Walks.
- Assist in marketing/communications, logistics and other needs with additional Foundation events or activities.
- Recruit and manage Walk Committee Volunteers and DOE (day of event) volunteer leaders for the Denver Walk and all regional walks.

#### Walk Leadership & Fundraising

- Lead the organization's signature fundraising walk in Denver to exceed \$250,000 collectively through corporate engagement, individual giving, and peer-to-peer fundraising
- Lead the organization's regional walks, Fort Collins and CO Springs, to exceed \$50,000 collectively through corporate engagement, individual giving, and peer-to-peer fundraising

### Communications & Messaging

- In addition to all Walks, the Development Manager will support and collaborate with other staff when needed for other events or activities.
- Set goals and clear metrics for the Denver Walk and all regional Walks; communicate goals and expectations of staff support in recruiting walk teams/volunteers.
- Work collaboratively with the program staff team(s) to leverage existing community relationships and recruit new walk teams for the Denver Walk and regional Walks.
- Create a submission process and calendars for all marketing and communication activities. Ensure the full staff team is aware of all processes and calendars.
- Implement the stewardship and coaching plan for community outreach and constituents.

### INDIVIDUAL CORE COMPETENCIES:

#### **Commitment to Diversity**

Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

#### **Communication Skills**

Communicate clearly and effectively with peers, managers, and stakeholders. Practice active listening in conversations, acknowledging and valuing diverse perspectives.

#### **Problem-Solving**

Apply structured problem-solving techniques to improve efficiency and resolve issues effectively. Seek input from colleagues, schedule huddles and take time to process before finalizing decisions that impact the team. Schedule resolution conversations when necessary.

#### **Adaptability**

Adjust to shifting priorities and environments while maintaining performance standards. Encourage colleagues to take initiative by supporting their ideas and efforts. Be honest and transparent as issues or problems arise.

### REQUIREMENTS & QUALIFICATIONS:

- Four (4) years' experience in non-profit; specifically in special event fundraising and volunteer management
- Experience recruiting, engaging, and activating volunteers of all backgrounds and skill levels.
- Ability and willingness to travel up to 50% within the Denver Metro Area, Colorado Springs, and Fort Collins communities. Travel, in this case, is considered time spent away from the office, in the community, to fulfill the job goals; on average 4-8 in-person development meetings with external constituents per week.
- Must have valid driver's license, access to a reliable vehicle, good driving record and proof of automobile insurance.
- Ability and willingness to work evenings and weekends as required for the job for special events and programs.
- Demonstrated experience and knowledge of fundraising and communications strategy, donor identification, cultivation, solicitation and stewardship.
- Results-oriented, with the ability to manage multiple projects simultaneously within budget and deadlines while remaining calm under pressure.
- Ability to work independently as well as with a team, with a high level of energy and a can-do attitude.
- Demonstrated organizational and administrative skills.
- Knowledge of Salesforce and fundraising platforms such as Classy, Blackbaud or Convio strongly preferred.

**Compensation & Benefits:**

This is a full-time position, 40 hours per week on average, with the understanding that some weeks will require more hours.

Salary: \$58,000-\$63,000

Paid vacation and sick time; paid holidays

Flexible work schedule with hybrid working options (1-2 days in office required)

Employer-paid Health and Dental insurance (for employee, option to buy-up to a family plan)

Retirement plan including an organizational match after 6 months

**ABOUT THE EPILEPSY FOUNDATION OF COLORADO & WYOMING:**

The Epilepsy Foundation of Colorado & Wyoming vision is to connect, educate, and empower those in the epilepsy community, so no one faces epilepsy alone. We connect people to healthcare providers, support networks, and a listening ear. We educate schools, employers, and the community at large, to reduce stigma and raise awareness. And we empower people affected by epilepsy with knowledge, resources, and advocacy to live their best lives. For more

than 50 years, we have remained committed to our vision and mission, and we will not rest until we achieve a world free from seizures.

Founded in 1964 and headquartered in the Denver suburbs, the Epilepsy Foundation of Colorado & Wyoming (EFCOWY or the Foundation) serves the states of Colorado and Wyoming. Our mission is to improve the lives of those affected by epilepsy through education, advocacy, research and connection. In order to make that mission a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community. On a practical level, this can mean delivering trainings to teachers and school nurses who have a child with epilepsy in their care, facilitating support groups for adults living with epilepsy, running a summer camp for children who might not otherwise be able to attend one, offering no-cost seizure first aid trainings, designing awareness campaigns to educate the general public about epilepsy and fight the stigma surrounding seizures, coordinating events to bring together people impacted by epilepsy, sharing community resources through our Information & Referral hotline, advocating for those living with epilepsy, and so much more. EFCOWY offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. For more information about the organization, please visit our website: [epilepsycoloradowyoming.org](http://epilepsycoloradowyoming.org)

Please submit your resume and cover letter to: [\*\*Rebecca@epilepsycoloradowyoming.org\*\*](mailto:Rebecca@epilepsycoloradowyoming.org)