

## Resource Development Manager

**Reports To:** Executive Director

**Status:** Full-Time Exempt

**Salary:** \$74,000 annually

**Location:** Steamboat Springs (16 hours) and Craig (8 hours), in Northwest Colorado, with travel (16 hours) throughout Routt, Moffat, and Rio Blanco Counties

## About United Way of the Yampa Valley

### Our Vision

United Way of the Yampa Valley envisions a resilient Northwest Colorado where ALICE (Asset Limited, Income Constrained, and Employed) households struggling have affordable access to opportunities and essential services that strengthen financial stability and create pathways to long-term success.

### Our Mission

United Way of the Yampa Valley strengthens household financial stability and community resilience throughout Northwest Colorado. We support working families and older adults by addressing critical gaps in affordability and access, connecting people to essential services, and strengthening the systems that help individuals and families navigate everyday financial challenges and recover from crises.

### Position Summary

United Way of the Yampa Valley is seeking an experienced, relationship-focused fundraising professional to lead the organization's resource development efforts. The Resource Development Manager is responsible for developing and implementing a comprehensive fundraising strategy to increase philanthropic support through major gifts, foundations, corporate, state, and federal grants, corporate partnerships, donor stewardship, annual giving, planned giving, and fundraising events.

Working closely with the Executive Director, Board of Directors, Donor Engagement Committee, and Director of Communications, this position will cultivate meaningful donor relationships, expand funding opportunities, and strengthen the organization's financial sustainability. The expectation will be to increase revenue by 20% of the total operating budget in the first year of employment.

The successful candidate will be a good listener, a thoughtful decision-maker, and a compassionate person who enjoys building relationships, telling compelling stories, and inspiring others to invest in lasting community change.

### Responsibilities

- Develop and manage a portfolio of donors and prospective donors.
- Identify, cultivate, solicit, and steward leadership gifts.

- Secure gifts of \$20,000 minimum and encourage monthly recurring gifts.
- Develop personalized cultivation and stewardship plans for donors.
- Increase donor retention and long-term philanthropic investment.
- Expand planned giving opportunities.

## Grants

- Research and pursue foundation, corporate, state, and federal funding opportunities in collaboration with the ED and Impact Managers.
- Write competitive grant proposals and supporting materials.
- Co-manage Business Operations Manager grant reporting and compliance requirements.
- Collaborate with program staff to develop measurable outcomes and budgets.
- Build and maintain strong relationships with funding organizations.

## Fundraising Strategy

- Develop and implement an annual resource development plan.
- Establish measurable fundraising goals and performance metrics.
- Diversify revenue sources to support long-term organizational sustainability.
- Monitor fundraising progress and prepare reports for the Executive Director and Board of Directors.

## Corporate Partnerships

- Expand corporate giving and workplace campaigns.
- In collaboration with the impact team, develop sponsorship opportunities.
- Cultivate relationships with business leaders throughout Northwest Colorado.

## Donor Stewardship

- Oversee donor recognition and stewardship activities.
- Ensure timely acknowledgments and donor communications.
- Maintain accurate donor records within the organization's CRM.
- Work with the communications and impact team to create fundraising appeals, impact reports, and donor stories.

## Fundraising Events

- Lead the planning, marketing (in collaboration with the Director of Communications, and execution of fundraising and donor stewardship events.
- Secure event sponsorships and underwriting support.
- Evaluate event outcomes and recommend improvements to maximize revenue and donor engagement.

## Qualifications

- Bachelor's degree in nonprofit management, communications, business, public administration, marketing, or a related field. Equivalent professional experience may be considered.
- Minimum of five years of nonprofit fundraising experience.
- Demonstrated success securing gifts of \$20,000 or more.
- Proven success in obtaining foundation, corporate, state, or federal grant awards of \$10,000 or more.
- Minimum of five years of experience leading successful fundraising events, including sponsorship development and donor cultivation.
- Grant writing and proposal development skills.
- Experience working with nonprofit boards and fundraising volunteers.
- Excellent written, verbal, and presentation skills.
- Experience using donor management software and Microsoft Office.
- Valid Colorado driver's license and reliable transportation.
- Preferred: Certified Fundraising Executive credential; experience with United Way or a community-based nonprofit; knowledge of Colorado philanthropic and government funding opportunities.

## The Ideal Candidate

- A strategic and creative thinker.
- An exceptional relationship builder.
- Highly organized and self-motivated.
- Comfortable making direct fundraising asks.
- Skilled at managing multiple priorities.
- Professional, ethical, and collaborative.
- Coachable.
- Passionate about strengthening communities and improving financial stability for working families and older adults.

## Benefits

- Annual salary of \$74,000.
- Employer-sponsored health insurance.
- \$1,000 well-being stipend (i.e., reimbursement for a ski pass, nutrition class, or fitness membership)
- Three weeks of paid vacation in the first and second years of employment, with vacation time increasing to four weeks in the fourth and fifth years.
- Thirteen paid holidays each year.
- Paid sick leave.
- Flexible work environment, working remotely two days each week, subject to organizational needs and supervisor approval.

- Monthly cell phone reimbursement.
- Mileage reimbursement for approved business travel.
- Professional development opportunities.
- 90-day introductory review.

### **Why Join United Way of the Yampa Valley?**

This is an opportunity to build meaningful relationships, secure transformational investments, and help shape the future of Northwest Colorado. The Resource Development Manager plays a vital role in expanding the resources that support financial stability, strengthen community resilience, and enhance the quality of life for thousands of residents across Routt, Moffat, and Rio Blanco Counties.

### **To Apply**

Please submit your cover letter and resume to:

Jen Bruen  
Executive Director  
director@unitedwayyv.org

Applications will be reviewed as they are received and will remain open until the position is filled.