

Rocky Mountain Biological Laboratory

Development Manager and Capital Campaign Coordinator

The Rocky Mountain Biological Laboratory, founded in 1928 as an independent nonprofit organization, is a biological field station located near Crested Butte, Colorado. Our primary mission is to advance the scientific understanding of nature that promotes informed stewardship of the Earth. RMBL provides scientists and students access to diverse habitats, research and education infrastructure, a collaborative and internationally recognized scientific community, and a broad base of knowledge about the ecology of mountain environments. A deeply understood place and supportive research community make it ideal for training the next generation of field scientists. You can learn more at www.rmbl.org.

The **Development Manager/Capital Campaign Coordinator** (a new position) provides day to day management for the fundraising and communications efforts at RMBL. This position is responsible for ensuring the organization meets its annual fundraising goals – currently approximately \$800,000 per year and growing at an average annual rate of 10%. Fundraising is a team effort at RMBL – led by the Executive Director and the Chief Operating Officer and supported by the development staff. RMBL has ambitious plans to invest in the transformation of field science and is planning a capital campaign to support this vision. This position will manage the day-to-day work of the campaign. There is an active Development Committee of the Board of Directors and an emphasis will be placed on ensuring that RMBL effectively leverages the time, relationships, and talents of development committee members and RMBL staff to achieve fundraising goals. RMBL does not have a dedicated communications staff so all communications are planned and coordinated among a cross-departmental team of staff. This position will serve on that team. Although this position is conceived as a manager-level position, candidates who have experience at a more senior level are encouraged to apply as we will consider a wide range of applications and would consider adjusting responsibilities and compensation accordingly.

Specific responsibilities are listed below. This position will report to the Chief Operating Officer. Ideal candidates are mission-driven, thrive in small organizations and prefer to work in teams rather than siloes. The Development Manager/Capital Campaign Coordinator must be extremely detail-oriented and enjoys working in a dynamic and fast-changing environment. This position has advancement opportunities to a director level position within two to three years depending on performance and RMBL's financial situation.

ANNUAL FUNDRAISING (UNRESTRICTED & RESTRICTED GIVING)

- Responsible for planning and implementing the annual fundraising plan, including overseeing all stewardship activities
- Maintains integrity of Salesforce database and looks for new ways to leverage the database
- Responsible for ensuring all gifts are appropriately recorded in the database and acknowledged within seven days
- Manages the development department budget
- Develops the annual events calendar for donor cultivation/stewardship events; plans events with the Events Coordinator
- Generating monthly annual fund progress reports
- Will not be expected to make significant asks but will oversee the year-end fundraising appeal which involves a large mail solicitation and social media campaign

CAPITAL CAMPAIGN

- List management in Salesforce
- Task management in Salesforce
- Planning committee meetings (scheduling, drafting agendas and preparing advance materials) and other meetings as needed
- Distributing records of action items to committee members and staff; following up regarding assignments
- Taking meeting minutes and distributing action items, following up with committee members and staff regarding cultivation and solicitation assignments
- Planning campaign events
- Responsible for ensuring timely delivery of campaign materials and other communications collateral
- Generating monthly campaign progress reports

OTHER RESPONSIBILITIES

- Directly supervises two staff: Project Coordinator (year-round, full time, based in Crested Butte) and one Events Coordinator (seasonal, part time, based in Crested Butte)

SKILLS

- Well-developed analytical, organizational, and problem-solving skills
- Friendly, outgoing and service-oriented personality
- Effective written communication and presentation skills
- Ability to manage multiple projects and competing priorities

QUALIFICATIONS, CREDENTIALS AND EXPERIENCE

- Bachelor's Degree required; Master's Degree preferred
- Minimum 5 years of nonprofit fundraising preferred
- Experience managing direct reports
- Previous experience with capital campaigns is a plus

SCHEDULE & BENEFITS

- Salaried, year-round full-time position
- Based in Crested Butte, Colorado (remote work situations will be considered on a case by case basis)
- Annual salary range: \$55,000 - \$65,000 depending on experience and qualifications
- Health, flex and retirement benefits
- Generous time off policy
- Meals for employee and immediate family in dining hall

DIVERSITY AT RMBL

RMBL is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, political affiliation, or any other status which may be protected by law.

TIMEFRAME FOR FILLING THE POSITION

Applications will be accepted until the position is filled. We expect to begin interviews the first week of March.

TO APPLY

Please submit a letter of interest and resume to humanresources@rmbi.org.