



The Summit Foundation
Soul of the Summit
DEVELOPMENT DIRECTOR

Overview on The Summit Foundation

The Summit Foundation is the local community foundation in Summit County, Colorado that inspires donors, builds partnerships, and mobilizes resources to support the community in Summit County and our neighboring communities. The Foundation raises and distributes over \$4.5 million annually and manages over 70 Donor Advised and Scholarship Funds.

Position Summary

The Development Director works in conjunction with the Executive Director and the Summit Foundation's Board of Trustees/Committees to raise funds that support the community and scholarships, including planning and executing the implementation of strategic and annual goals that focus on Foundation growth, community impact, and relationships.

The position is responsible for the strategy, oversight, and management of The Summit Foundation's philanthropic services including building relationships, fundraising, expanding the community culture of philanthropy, connecting donors to the community, and providing philanthropic expertise to help donors achieve their charitable goals.

Fundraising Strategy and Leadership

- Develop and execute strategies for individual and business donations of all sizes.
- Design and implement annual fundraising campaigns, medallion sales, employee giving program, and other fundraising strategies or campaigns.
- Facilitate Board of Trustees and Development Committee engagement in fundraising.

Donor Cultivation & Stewardship

- Build strong relationships with donors, serving as a personal contact and providing timely and accurate information, recognition, and gratitude.
- Develop and maintain knowledge of donor community interests and potential connections for donations and community involvement that align with their interests.
- Develop and execute fun or creative gatherings for donors, potential donors, and new residents.
- Oversee the Give Like a Local program to engage new residents.

Teamwork

- Work closely with the Development Coordinator to provide expertise and support including donor data and the database, medallions, and other operational considerations.
- Work in conjunction with other team members to identify impact, inform and meet donor interests, and provide effective and consistent donor communication.

Qualifications

- Extensive experience and knowledge of development/fundraising, including strategic fundraising, donor relations, and major campaigns
- Excellent written and oral communications skills
- Bachelor's degree or equivalent experience

Additional qualifications:

- Ability to effectively manage multiple/competing priorities and deadlines
- Familiarity with Summit County's philanthropic and business community
- Comfort with ambiguity and changing situations
- Professional and engaging demeanor
- Excellent team player and key leader on team
- Sense of humor and willingness to have fun

January 2023

Application

To apply for this position, please email our Executive Director, Jeanne Bistranin jeanne@summitfoundation.org with your cover letter and resume. Salary range begins at \$80,000 DOE and includes a full benefits package with healthcare, free ski passes, flexibility, and more. The application will remain open until the position is filled.