

Boulder Open Space Conservancy
Director of Development

Boulder Open Space Conservancy (BOSC) is a 501(c)3 corporation established through a public-private partnership with the City of Boulder's Open Space and Mountain Parks. Our mission is to leverage public resources with private philanthropy to protect, enhance and preserve Boulder's natural legacy of open space for all our citizens and visitors.

We are seeking a part-time fundraising specialist who can work from home and who exhibits self-driven goal orientation and motivation.

SPECIFIC RESPONSIBILITIES

- Working alongside the Board of Directors, research and develop a fundraising strategy and implement an annual giving strategy to secure revenue from individual and corporate donors and prospective donors across all giving levels.
- Coordinate production of written, video and website promotional materials and facilitate small donor cultivation events.
- Research grant opportunities and preparation of the grant application.
- Provide monthly Key Performance Indicators measuring fundraising efforts and results.
- Coordinate with the Board to process gifts and prepare acknowledgement correspondence.
- Build and maintain a database of donors, funders, and associated giving.

SKILLS REQUIRED

- Direct and successful experience in cultivating, soliciting, and stewarding gifts from individuals.
- Excellent self-driven planning and organizational skills.
- Effective written and oral communication attributes.
- Proven digital online experience and results.

COMPENSATION

\$30,000-35,000 commensurate with experience.

IF INTERESTED

- Please send a cover letter outlining how you feel this position is a good fit for you.
- Resume

Email:

Diane@BOSC.org

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