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## Rise Above CO: Development Manager

### Position Description | April 2021

#### Organization Background

Rise Above Colorado is a drug misuse prevention organization that measurably impacts teen perceptions and attitudes about the risks of substance misuse to help youth make empowered, healthy choices. Our vision is to empower teens to lead a life free of drug misuse and addiction.

Rise Above Colorado implements prevention strategies targeted for youth aged 12-17 to measurably impact attitudes (e.g. perception of harm, perception of peer use, etc.), knowledge (e.g. appropriate and inappropriate use of Rx drugs, teen brain science, etc.), and skills (e.g. media literacy, health decision-making, refusal skills, etc.). Rise Above achieves these objectives through direct-to-youth communications, peer-to-peer engagement and resource delivery by youth-serving partner organizations.

#### Position Overview

Reporting to the Executive Director, the Development Manager has the unique opportunity to create a development infrastructure that enables donors, stakeholders and prospects to engage in the Rise Above mission as champions for youth and the positive healthy choices they make about drugs and alcohol. The Development Manager is a skilled relationship-builder and creative architect of an integrated development plan for the organization that can enable annual and planned gifts to support Rise Above today and sustain it for the future. The Development Manager is a capable systems-builder and a strong collaborator while gaining an understanding of Rise Above's programs in order to sell the experience to new and existing donors.

#### Essential Duties and Responsibilities

##### Position Reports to: Executive Director

- Creates and executes an Integrated Development Plan; sets benchmarks for all facets of development process (identification, cultivation, solicitation and stewardship)
- Builds and maintains a portfolio of qualified donors and prospects sufficient to meet personal and organizational revenue goals.
- Supports the Executive Director in the development and activation of a portfolio of the top 5% of the organization's donors and stakeholders.
- Builds out the "Rise Above experience" to engage donors, prospects and key stakeholders
- Responsible for creating marketing materials for annual and planned/endowment giving initiatives, including development and completion of RAC's case statement
- Manages year-end annual solicitations

- Builds a Development Committee from board and other volunteers to increase volunteer involvement in all facets of development process
- Develops a system for grant requests and implementation that engages Director of Media & Campaigns and Director of Prevention Education, who are responsible for program implementation
- Leads organization-wide approach to utilization of SalesForce database; manages donor records and tracks activity and reporting for development purposes while also supporting program staff utilization of tracking and reporting functions

### **Other**

- Applies RAC Strategic Framework goals and objectives to duties as guided by Executive Director
- Represents RAC on statewide and/or community committees, programs and boards that have a clear focus on youth development or teen substance misuse prevention
- Delivers public speaking engagements as needed, positioning RAC as statewide experts on youth substance misuse prevention
- Supports overall growth, development, and success of RAC

### **Ideal Qualifications**

- At least 5-7 years of development experience with demonstrated success in annual or planned giving or major gifts fundraising
- A passion for helping youth be healthy and their best selves; a strong commitment to equity and inclusion
- Demonstrated experience with all phases of the development cycle, from prospect identification to stewardship
- Experience managing a personal portfolio of donors and prospects.
- Experience and confidence with in-person solicitation
- Skilled at creating effective volunteer opportunities for stakeholders to participate in a development committee
- Excellent project management and organizational skills to coordinate across multiple projects and constituencies (both internal and external), and balance multiple priorities
- Excellent communication, presentation, and facilitation skills, both written and oral
- Exceptional interpersonal skills and demonstrated ability to work with people of all ages and at all levels of an organization
- Must be able to work independently and as a collaborative team member
- A self-starter with excellent work ethic and passion to make a difference
- Experience with design of development marketing materials a plus
- Experience effectively utilizing development databases (SalesForce is existing platform)
- Periodic statewide travel expected, as is working occasional evenings and weekends; Candidate will need to provide a vehicle for work travel within three hours driving distance (mileage reimbursed)
- Position can be partially remote, with at least weekly office-based work required in Broomfield
  - Position is currently fully remote until COVID-19 safety protocols permit safe gathering

## **Compensation**

The salary range for this position is \$57,000 to \$67,000. Actual pay will be adjusted based on experience. Successful candidates are eligible for benefits on the 1<sup>st</sup> of the month following 30 days of employment. Benefits include options for medical, dental, vision, life and disability insurance, a flexible spending account for medical and child-care, and participation in a SIMPLE IRA retirement plan with employer matching. Employees also receive paid time off starting at 15 days in the first year and 10 paid holidays per year.

## **To Apply**

Submit a cover letter and résumé, with references, to Kent MacLennan, Executive Director ([kent@riseaboveco.org](mailto:kent@riseaboveco.org)). The position will remain open until filled, with priority consideration given to applications received by May 24, 2021.