

Development Manager

Volunteers for Outdoor Colorado
Dos Chappell Bathhouse - Washington Park Office
600 S. Marion Parkway, Denver, CO 80209



About Volunteers for Outdoor Colorado

Volunteers for Outdoor Colorado (VOC) is a leading statewide nonprofit organization dedicated to motivating and enabling people to become active stewards of Colorado's natural resources. Colorado's outdoor resources contribute greatly to our health, happiness, and state economy, but they also face ongoing stresses and require care and stewardship to ensure long-term sustainability. Leveraging four decades of experience in outdoor stewardship volunteerism, we engage 3,500 volunteers in hands-on stewardship work each year. We strive to foster statewide, cross-industry collaboration to encourage a unified approach to caring for Colorado. Our small staff of 12-14 employees are a passionate and mission driven group that value community building while maintaining a work life balance.

Position Overview

The Development Manager maintains an existing and loyal base of donors, corporate sponsors, and foundations through consistent communication and engagement throughout the calendar year. Currently, approximately 60% of the annual operational budget of \$1.5 - \$2 million falls within these categories, the remaining is government funding, project-based fee for service, or earned revenue that is managed by the CEO and Director of Programs. If successful, the Development Manager will cultivate new partnerships and donors to increase VOC's fundraising capacity and help us grow to a consistent \$2 million+ annual budget. Depending on the candidate and proven success, this position has the potential to grow into a Development Director role and become part of VOC's Leadership Team. The Development Manager reports to the CEO.

Core Competencies

The following competencies are expected from all team members at VOC:

- Communication: effective and timely communication, both orally and written
- Teamwork: works well with others, contributes to a positive team environment
- Service: provides exceptional service to customers, partners, volunteers, and donors
- Leadership: demonstrates leadership and decision-making abilities in the organization
- Initiative: assesses and initiates projects independently and to help improve the organization
- Accountability: inspires trust in others and is reliable
- Equity: commitment to engaging in practices that support inclusion in the organization

Responsibilities

INDIVIDUAL DONOR STEWARDSHIP (30%)

- Increase donations by approximately 10% in the first year.
- Cultivate, solicit and engage with new and existing VOC donors to grow individual giving.
- Manage all donor communications including email blasts, acknowledgements and thank you letters.
- Engage VOC's Board of Directors, committee members, staff, and volunteers in fundraising goals.
- Plan and implement creative strategies and events to engage donor interests including planned giving.

- Implement and manage Colorado Gives Day, a mid-season appeal, VOC's membership campaign, and an end of year giving campaign.
- Works closely with CEO and Director of Marketing and Communications to develop and implement an annual communications and marketing plan that aligns with VOC's outreach efforts and Development Plan.

CORPORATE STEWARDSHIP AND ENGAGEMENT (30%)

- Manage VOC's diverse portfolio of corporate donors through a portfolio of engagement options.
- Attract and engage new corporate partners through outreach and interest-based engagement plans.
- Work closely with VOC's Field Programs Manager to implement, track and engage with corporate partners in our Team Stewardship Day (TSD) program.
- Manage, compose and report on corporate proposals with support from CEO, program staff and contractors.
- Coordinates, solicits, and tracks direct cash and in-kind contributions to support VOC programming and fundraising events.
- Tracks pledges and types of corporate engagement in spreadsheets and VOC's Humanitru database.

FOUNDATION CULTIVATION AND MANAGEMENT (20%)

- Maintain an existing portfolio of foundation partners through annual meetings, reports and media engagement.
- Identify potential new foundations to support VOC's efforts and submit letters of inquiry and proposals.

EVENTS AND CAMPAIGNS (10%)

- Plan, organize, and implement fundraising events and campaigns that engage corporate partners, individual donors and foundations (past events have included Naturally United, funder social and a planned giving workshop)

DATABASE MANAGEMENT (10%)

- Creates and maintains process that maintains database integrity through accurate and timely reporting.
- Directs database enhancements for fundraising and programmatic success.
- Leads annual database training and skill development for all VOC staff.
- Tracks all development contacts and prospects in the database.

May assist with other organizational aspects on an as needed basis.

Attendance at evening and weekend events, with some travel, is required,

Qualifications

EDUCATION AND PREVIOUS EXPERIENCE

- Minimum 3+ years of experience in development/fundraising with relationship management experience.
- Proven success at maintaining or growing philanthropy for an organization
- Exceptional written and verbal communication, interpersonal and organizational skills
- Experience implementing an annual development plan or strategy
- Demonstrated experience and skills in:
 - o Attention to detail and high level of accuracy
 - o Proven time and schedule management
 - o Computer skills, including proficiency in Microsoft 365 and data entry
- Preferred experience and skills in:

- CRM and donor database management
- Vendor management
- Event planning and execution

REQUIRED QUALITIES AND ABILITIES

- Willingness and commitment to support VOC's mission of environmental stewardship and public engagement
- Ability and desire to engage and build relationships with a wide range of partners and donors
- Ability to work well under pressure and effectively handle difficult or sensitive situations
- Ability to maintain a high level of confidentiality
- Comfortability initiating donor visits and making fundraising calls
- Ability to self-initiate and self-direct workflow
- Valid Driver's License
- Qualifying pre-employment background check

To Apply

Email a cover letter and resume to jobs@voc.org, as a single PDF, and include "Development Manager" in the subject line. Please list how you came across the job posting in the email.

We are committed to building an organization that celebrates diversity and embodies inclusivity. We encourage and desire applicants from all backgrounds, ethnicities and walks of life to join our team and help grow a more inclusive outdoor stewardship community that engages all people.

No Phone Calls Please

Applications will be accepted and assessed on a rolling basis. Best consideration will be given to applications received by midnight on July 1, 2026. The ideal start date is Tuesday, August 4, 2026.

Compensation

The wage for this position is \$31/hour - \$36/hour. This is a non-exempt position. Employee will earn overtime pay if they work over 40 hours in a week, or 12 hours in a day.

Benefits: VOC offers a competitive compensation package including the following benefits: full health, dental, paid time off; sick time; paid holidays; paid shutdown between Christmas and New Year, option to opt into 403(b) retirement plan with a 4% employer match after one year of employment; hybrid schedule with remote work on Mondays and Fridays; flex time; a one-time, branded attire stipend; partial cell phone reimbursement; discounts on outdoor gear and equipment; medical training stipend; and professional development opportunities and reimbursement for some work-related trainings.