



Development Manager

AGENCY OVERVIEW:

Outreach Fort Collins is a professionally staffed, on-the-streets team focused on building collaborative relationships with community members, service providers, businesses, and city services as a means to address and deescalate disruptive behaviors in northern Fort Collins. We respond, engage, and connect through professional street outreach focused on skillful listening, empathy, and problem-solving.

Outreach Fort Collins is a project of the Colorado Nonprofit Development Center and CNDC serves as our fiscal sponsor.

Our Mission: Rooted in downtown, Outreach Fort Collins is a street-based outreach program that maintains our community as a safe and welcoming place while connecting those in need to services and supportive networks.

Our Core Values:

- **Person-Centered:** We honor the dignity and diversity of everyone we engage with
- **Professional:** Knowledgeable and skilled staff working toward personalized solutions utilizing data-driven best practices.
- **Collaborative:** Intentionally working with community partners with varying perspectives toward common purpose and outcomes.
- **Adaptable:** We respond, engage, and connect in our community to address and resolve diverse needs in an ever-changing environment.
- **Trusted:** We strive to build genuine relationships through sincere, honest, and consistent communication and reliable follow through.

POSITION SUMMARY:

The Development Manager (DM) works closely with the OFC leadership team in the execution of annual fundraising plans, including campaigns, donor research and cultivation, database management, grant research and reporting, and active social media presence. Additionally, in an effort to diversify funding streams the DM will identify prospective supporters, build and cultivate relationships, and lead requests related to individuals, major gifts, fund drives and corporate partnerships.

PRIMARY JOB RESPONSIBILITIES:

- **Community Engagement** - The Development Manager engages with a wide range of stakeholders including community members, business owners and staff, and city services to educate the community about Outreach Fort Collins and to further our mission. Community engagement activities include:
 - Representing Outreach Fort Collins at community events.
 - Presenting to businesses, community organizations, and other relevant stakeholders.



- Networking with community leaders to nurture new partnerships and generate organizational support.
- **Grant Management** - The Development Manager works with the Director to effectively manage existing community, government, and foundation grants while also seeking out new grant opportunities that align with the organization's strategic goals. Grant management activities include:
 - Managing internal grant identification, planning, and reporting systems.
 - Contributing to the writing and submission of grant proposals and requests.
 - Working with the leadership team to generate outcome reports that meet grant requirements.
 - Seeking out and pursuing new grant opportunities.
- **Annual Fund** - The Development Manager works with the Director and leadership staff to develop and implement the annual fundraising plan to meet fundraising goals that align with current needs and future organizational growth. Annual fund activities include:
 - Exploring unique and creative fundraising opportunities, such as special events and corporate donations.
 - Maintaining donor database, contributing to regular donor communication and engagement, and overseeing annual Colorado Gives Day efforts.
 - Preparing and presenting regular reports on progress to fundraising goals.
- **Communications** - The manager assists in the creation and execution of the annual communication plan and contributes to the ongoing communication efforts of Outreach Fort Collins. Communication activities include:
 - Contributing to the development and production of print communications, such as annual report and program promotional materials.
 - Overseeing electronic communications, including quarterly newsletter and social media presence and engagement.
 - Collaborating with community partners to maintain a consistent brand identity and seeking out new ways to present a compelling public image.
 - Regular follow-ups with vital stakeholders and donors to ensure relationships remain strong and partners feel valued.

SKILLS AND QUALIFICATIONS:

- Minimum two years of development and/or fundraising experience in a professional context.
- Demonstrated success in planning and executing fundraising campaigns and managing donor relations.
- Competence and familiarity with social media platforms such as Instagram, Facebook, and Twitter.
- Proven experience working with a diverse group of stakeholders and funding sources.
- Strong organizational skills and ability to follow through with short, medium, and long term projects.
- Collaborative mindset and desire to work closely with other team members.



- Demonstrated commitment to inclusiveness, racial equity, and health equity.
- Able to develop compelling impact stories for multiple uses and different donor segments.
- Excellent time and project management skills with ability to effectively and efficiently manage the details, administrative tasks, projects and priorities required by this position.
- Excellent verbal and written communication skills: in person, online, and by phone.
- Exceptional candidates will possess:
 - Proven familiarity and proficiency with grant writing processes.
 - Bachelor's degree in nonprofit management, business administration, or marketing field.
 - Experience with vulnerable populations, especially those who are experiencing homelessness, substance abuse, and/or mental health issues.

SALARY, BENEFITS, AND SCHEDULE:

- This is a full-time salaried position. Typical work hours include Monday-Friday 9AM-5PM, however, hours of availability must be flexible to accommodate community engagement on occasional nights and weekends.
- Health Insurance/Dental/Vision/Life Insurance/Long term disability.
- Employees eligible for 12 accrued days of vacation and 10 accrued days of sick leave during first calendar year of hire.
- Salary Range: \$52,000-\$56,000.
- Please upload both a Resume and Cover Letter outlining relevant qualifications and position interest.

FISCAL AGENT:

Outreach Fort Collins is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.

CNDC has a mandatory COVID-19 Vaccine Policy, you must provide proof of Vaccine or Request an Accommodation Form for Medical/Religious Exemptions. You can make that request to the HR Dept at hr@cndc.org.