



JOB DESCRIPTION  
Development Manager

Narrative Description:

Responsible for developing and implementing the fundraising strategy and for executing all fundraising and sponsorship initiatives for Ski & Snowboard Club Vail.

Sets the tone for the club to be great stewards of the support we garner from individuals, businesses, corporations and foundations that choose Ski & Snowboard Club Vail as their beneficiary.

The Development Manager reports to the General Manager and the position is full time, year-round.

Primary Responsibilities:

- Fundraising- Strategy and Execution
  - Lead and manage the club's overall development efforts to raise an annual budget exceeding \$750,000
  - Create and implement annual development plan and strategy
    - Plan and execute fundraising campaigns
    - Solicit donations for SSCV's Annual Campaign, Scholarship Fund, Vail Ski & Snowboard Academy's Academic Fund and Capital Campaigns
  - Proactively facilitate relationship building with past, current and potential donors at the individual, corporate and foundation level
  - Partner with Executive Director to identify and engage donors for large annual gifts and capital campaigns
  - Research, write and submit strategic grant proposals
- Sponsorship program
  - Identify, secure and engage with sponsors for season long, club wide opportunities and work closely with Event Manager for sponsorships of SSCV hosted events
- Gift and Donor Tracking



- Maintain and reconcile Donor database back to membership and financial records
- Invoice, record and track all donations and sponsorships; reconcile to financial records
- Stewardship
  - Generate and track all donation acknowledgements
  - Oversee Leadership Council donor fulfillment and related events, including management of gift and recognition fulfillment
  - Sponsorship fulfillment
  - Manage donation recognition via SSCV communication outlets, external signage and other sources (i.e. Colorado Gives, etc.)

General Responsibilities and Expectations:

- The Development Manager is professional, organized, solution oriented, comfortable with strategic initiatives yet still able to work in the details.
- The position requires a strong work ethic, an assertive and confident approach with the ability to make connections and build positive relationships
- Other skills needed: having a personable, team oriented attitude; possessing strong communication and writing skills.

Ski & Snowboard Club Vail is a 501 (c)3 non-profit organization. Founded in 1962 to provide training and competition programs for aspiring young ski racers, SSCV is one of the Vail Valley's oldest non-profits. Today, the organization remains true to our roots by instilling values of character, courage and commitment in more than 500 kids who participate in our on-snow winter sports programs each year.