



## **EVCF Development Officer**

**Location:** Edwards, CO

**Start date:** ASAP

**Employment Type:** Full time, Year round

**Pay Range:** \$70,000 - \$80,000 annually DOE

**Schedule:** Monday - Friday 9am-5pm. Expected to work some special events during weekends and/or outside of regular working hours.

**Applicants are encouraged to apply by Oct 24th, however the job will be posted until filled.**

### **Why is EVCF a great place to work?**

**Great Compensation & Benefits:** Enjoy subsidized medical, dental, and vision coverage options, along with up to a 3% retirement match, ensuring your well-being and financial security.

**Learning & Development Opportunities:** We believe that investing in training and development is the right thing to foster growth and possibilities for all employees.

**Flexible Time Off and Holiday Schedule:** Enjoy the benefits of flexible time off, along with a generous holiday schedule!

**Rewarding work in a great work environment:** At EVCF we care about our community and each other. We work towards helping employees be at their best, so we can successfully take care of our community members.

### **Our Culture**

At Eagle Valley Community Foundation, we are deeply committed to fostering an inclusive, empowering, and compassionate work environment that reflects the diversity of the communities we serve. We believe in the strength of collective voices, recognizing the unique experiences, perspectives, and needs of our community. At the heart of our foundation is a dedication to creating a future where all individuals, regardless of their background, can thrive. By cultivating an environment of respect, trust, and shared purpose, Eagle Valley Community Foundation is more than just a place to work—it's a community dedicated to making a difference, together.

### **Position Summary**

The Development Officer, Corporate and Organizations, will play a crucial role in cultivating and securing relationships with corporate partners, foundations, and other organizations. This individual will be responsible for driving revenue through strategic partnerships, corporate sponsorships, and grants. Additionally, this role includes marketing responsibilities aimed at creating tailored marketing materials to strengthen organizational partnerships and enhance brand visibility.

## **Essential Duties and Responsibilities**

### **1. Corporate and Organization Partnership Development:**

- Identify, cultivate, and manage a portfolio of corporate partners, foundations, and other organizations.
- Develop and implement strategies for securing financial support, including sponsorships, grants, and in-kind donations.
- Foster strong, long-term relationships with corporate partners, ensuring alignment with the organization's mission and values.
- Prepare and present compelling proposals, presentations, and pitches to potential partners.
- Manage the stewardship process, ensuring timely acknowledgment of contributions and regular communication with partners.

### **2. Grant Management:**

- Research and identify grant opportunities that align with the organization's programs and objectives.
- Write and submit grant proposals, collaborating with relevant departments to gather necessary information.
- Monitor grant compliance and reporting, ensuring all deadlines and requirements are met.

### **3. Marketing and Communications:**

- Collaborate with the team to create tailored marketing materials, presentations, and reports for corporate partners and organizations.
- Develop content for newsletters, social media, and other communication channels to highlight partnerships and sponsorships.
- Assist in crafting messaging that aligns with the organization's mission and appeals to corporate and organizational partners.
- Coordinate with the marketing team to promote partnership-related events and activities.

### **4. Event Coordination:**

- Collaborate with the events team to identify sponsorship opportunities for organizational events and initiatives.
- Manage sponsor relationships and ensure fulfillment of sponsorship agreements.
- Attend events to network with potential and existing corporate partners.

### **5. Reporting and Analysis:**

- Track and report on the progress of corporate and organizational partnerships, including revenue generated and relationship-building activities.
- Analyze data to inform future partnership strategies and marketing efforts.
- Prepare regular reports for the Director of Development and senior leadership.
- Maintain close communication with program managers to continue to understand the operations and the needs.
- Other duties as assigned.

## **Qualifications**

Knowledge, Skills and Abilities

- Must successfully pass a 10-year background criminal history records check
- Proven track record of securing corporate sponsorships, grants, and partnerships.
- Strong written and verbal communication skills, with the ability to create compelling proposals and presentations.
- Experience with marketing and communications, particularly in creating content for corporate audiences.
- Excellent relationship-building skills, with the ability to engage and influence stakeholders at all levels.
- Highly organized, with strong project management skills and the ability to manage multiple priorities.
- Proficiency in CRM software and Microsoft Office Suite.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Passion for the mission and values of Eagle Valley Community Foundation.

**Education and Experience**

- Bachelor’s degree in Business, Marketing, Communications, Nonprofit Management, or a related field.
- 3+ years of experience in development, corporate partnerships, or related roles, preferably within a nonprofit or mission-driven organization.
- Experience working in the nonprofit sector.
- Familiarity with local corporate and organizational networks.
- Knowledge of digital marketing tools and platforms.

**Benefits**

Comprehensive medical, dental and vision plans

Flexible Time Off (FTO) and sick time

Retirement Plan with 3% match

Paid Medical Leave

Professional development opportunities

Flexible work arrangements

13 paid holidays

**How to Apply:**

Interested candidates should submit a cover letter and resume to Grace Anshutz at [grace@eaglevalleycf.org](mailto:grace@eaglevalleycf.org)

**Diversity, Equity and Inclusion**

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.



