

Development Associate Job Description

Mission

Empowering young women through mountain biking to create brighter futures and build stronger communities.

Position

Reporting to the Development Director, the Development Associate serves as a full-time year-round staff member for The Cycle Effect located in Eagle, Colorado.

Development Responsibilities:

1. Assisting the Development Director on all fundraising efforts for the organization
2. Responsible for management of the database (Salesforce), gift entry, sending tax acknowledgements, properly thanking donors, pulling donors lists and keeping record of all gifts received
3. Lead for processing/tracking all money (both development and participant money)
4. Department lead for producing and maintaining all reports and lists
5. Plan and execute details for special fundraising and community outreach events (Eagle and Summit County) based on the strategic fundraising plan with the direction of the Development Director
6. Create peer-to-peer fundraising platform opportunity for fundraisers and act as organization point person in implementing the events
7. Strong understanding of grant processes including writing, tracking, reporting, and follow-up of grants for the entire organization, as well as researching and presenting new grant opportunities
8. Assist staff with solicitation of sponsorship and fulfillment of benefits
9. Maintain a portfolio of grassroots donors
10. Responsible for preparation of all developmental mailings
11. Act as The Cycle Effect representative to Eagle County Gives collaborative and updating of Colorado Gives Day profile(s)
12. Participate as an active member of the development task force

Other Responsibilities:

1. Help with marketing tasks such as website maintenance, blog, donor communications/e-newsletters, social media sites, press releases, etc.
2. Participate as an active member of the community in key groups such as chambers, rotaries, professionals, outdoor and youth coalitions and attend networking events
3. Manage office supplies and schwag (stickers, envelopes, etc) and reordering when necessary
4. Point person for checking general TCE email and phone system
5. Volunteer point person to meet with interested volunteers and potentially determine if they are a good fit
6. Assist with other department functions (ie: program practices, administrative tasks, fleet registration/maintenance, inventory) on an as needed basis

Qualifications

- Excellent communication skills, both written and oral
- Ability to influence and engage a wide range of donors and build long-term relationships
- Exceptional computer skills with Google (Docs, Calendar, Drive, Forms, Admin, AdGrants, etc), Salesforce, Mailchimp, Wordpress, Adobe
- Highly organized with a professional demeanor
- High energy and passion for The Cycle Effect mission
- High level of critical thinking skills
- Strong organizational and time management skills with exceptional attention to detail

- Ability to build relationships with various types of people (participants, sponsors, donors, volunteers, board members, etc.)
- Ability to remain calm and flexible
- Compassionate, dependable, team player
- Self-motivated to initiate projects for the improvement of The Cycle Effect
- Willingness to do whatever is needed

Requirements

- Minimum two years of experience in a non-profit organization with demonstrated success in a development role
- Bachelor's degree required
- Valid Driver's License & clean driving record
- Preferably resides in Eagle County
- Spanish language skills a bonus
- Must be flexible to work occasional night/weekend events
- Must be able to lift 50lbs
- Must pass a background check

Benefits Include

- Salary is commensurate with experience; range \$40,000-\$44,000
- Benefits package includes employee retirement, paid vacation, sick time and holidays, ski pass, bike industry and partner discounts, and continuing education.

How to Apply

- Please visit www.thecycleeffect.org/jobs to submit your official application along with your cover letter and professional resume, including two references.
- Deadline to apply is Thursday, March 7th, 2019.

**The Cycle Effect is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other status protected by applicable law.*