

Colorado Veterinary Medical Foundation

Position Description for Manager of Development

Objective

The manager of development assists with the implementation of the Colorado Veterinary Medical Foundation (CVMF) fund raising activities, programs, and events. S/he manages special events and programs and promotes the work of the foundation to the public in an effort to increase donations and create awareness among stakeholders and constituents about CVMF programs. This position reports to the director of development.

Duties and Responsibilities

- Manage all aspects of CVMF events including planning, budgeting, promotion, implementation, logistics, tracking of progress toward goals, and evaluation. Events include, but are not limited to: Mutts and Models Canine and Celebrity Fashion Show, VetMania!, Colorado's Animal Heroes, and Pets & Vets/Got Pets!
- Serve as program coordinator for Home Outreach Pet Exams (HOPE) and CVMF Wellness and Vaccine Clinics.
- Manage volunteer program, including maintaining volunteer contacts, recruiting volunteers as needed, and tracking volunteer hours for grant purposes.
- Manage special fundraising projects as needed.
- Provide administrative support for the development department.
- Complete daily gift entry and acknowledgements.
- Manage fund raising database records and queries.
- Maintain and update information in foundation files.
- Manage production and distribution of development communications and appeals.
- Draft letters and general correspondence for department as requested.
- Prepare and manage donor reports for tracking and analysis.
- At the direction of the director, coordinate Development Committee meetings and agendas.
- Assist with production and assembly of program materials.
- Assist with solicitation, tracking, and acknowledgement of silent and live auction donations for events.
- Participate in community events and organizations that may cultivate awareness of CVMF programs.

While this is intended to be an accurate reflection of the job requirements and responsibilities, management reserves the right to modify, add or remove duties and to assign other duties as necessary.

Qualifications

- Bachelor's degree or equivalent experience.
- Three to five years not-for-profit development experience.
- Experience in successfully managing events and/or fundraisers.
- Excellent computer skills (Microsoft Office), including proficiency with Raiser's Edge or other fundraising database.
- Familiarity with veterinary and animal policy issues preferred.
- Ability to work effectively with paid staff as well as volunteers. Volunteer management experience is desirable.

- Excellent organizational skills.
- Positive attitude and team player; ability to display enthusiasm, competence and professionalism while representing the foundation at educational programs, annual convention, committee meetings and other events.
- Exceptional skills in oral and written communication, interpersonal relations, and critical thinking.
- Ability to coordinate multiple projects simultaneously while working in a fast-paced, high-output environment.
- Some local travel and weekend work is required.

To Apply

Please email your cover letter, including salary requirements, and resume to:
Suzanne Crest, Manager of Human Resources, Colorado Veterinary Medical Foundation
HumanResources@colovma.org

Please reference the manager of development position in the subject of your email.
Please note we are unable to provide relocation assistance or interview travel costs.
CVMF is an equal opportunity employer.