

Position Description: Development Director



About Cottonwood Gulch Expeditions

Our mission is to provide outdoor learning adventures to youth of all backgrounds that foster personal growth, strengthen community, and inspire stewardship of the natural world. We have been leading outdoor expeditions since 1926, and currently work with hundreds of students (or “trekkers,” as we call them) each year. We use the outdoors as our classroom to explore science, culture, history, art, and adventure in New Mexico and surrounding states, all with the goal of inspiring personal growth and a strong community. We steward an active alumni base, who represent multi-generational connections to CGE.

About This Position

The Development Director is a new position at CGE. This position will lead the implementation of the strategic development plan for individual giving, government and foundation grants, and planned giving. They will also play a major role in fundraising tied to our 100th anniversary celebration in 2026. The ideal candidate will be comfortable leading individual and small-group projects to grow our development capacity, prioritizing the key responsibilities identified below. We have a strong base of donors and an active development committee – we are asking the Development Director to use that momentum to take our development capacity to a new level. They will be results-oriented and data-driven while also building authentic personal relationships on behalf of CGE.

Key Responsibilities (first year of employment):

1. Design and lead the implementation of Cottonwood Gulch’s Annual Development Plan (30%)
 - Build robust systems that support development functions.
 - Lead activities to ensure that the organization meets its contributed income goals and follows its FY23 Annual Development Plan; modify and deepen future Development Plans as needed.
 - Develop strategies to cultivate, solicit, and steward individual donors.
 - Write appeals, acknowledgements, articles, and content for online media.
 - Communicate with donors and prospective donors.
 - Oversee timely gift processing and donor acknowledgment, with assistance from other CGE staff.
 - Ensure alignment of development systems with financial systems.
 - Track and report progress toward goals.
2. Manage foundation relations (30%)
 - Work cooperatively with other staff, volunteers, and board members on grant writing, grant reporting, and foundation research.
 - Effectively share CGE story, mission, and giving opportunities with current and potential funders.
 - Manage development calendar and grants pipeline.
3. Prepare for our 100th anniversary celebration in 2026 (20%; may increase in future years)

- Assist the Executive Director in overseeing progress toward development goals connected to the 100th anniversary; may include managing volunteer committees aimed at achieving specific goals related to the 100th anniversary.
 - Support volunteer committee to organize and conduct an endowment campaign to raise \$10 million in planned giving commitments for the CGE Endowment by October 2026.
 - Manage donor cultivation and stewardship for planned giving.
4. Database Procurement (10%)
- Lead a small staff/volunteer team to research and recommend a new donor database and trek registration software by September 2023.
 - Oversee the maintenance and data quality of existing and future database systems.
5. Additional Responsibilities (10%)
- Attend CGE Development Committee monthly meetings and provide updates on progress toward fundraising goals.
 - Participate as an active member of our leadership team. Attend regular staff and leadership meetings.
 - Maintain the highest ethical standards of the fundraising profession as defined by the AFP Code of Ethical Standards.
 - Visit CGE programs in the field to gain firsthand knowledge of our programs.
 - Other duties as assigned.

Desired Experience and Skills:

The right fit: We are looking for someone who embraces our values around community, place, and adventure, and who is excited to help us find resources to provide outdoor education to kids from all backgrounds. The ideal candidate will be eager to work in a flexible, friendly, small-team environment with immediate opportunities to shape organizational strategies and advance our strategic plan.

Experience and Professional Skills:

- Five years experience in nonprofit development including major donor relations; experience with planned giving preferred.
- Donor relationship management experience, demonstrating the ability to work one-on-one with new and existing donors through site visits, donor stewardship calls, and in-person meetings.
- Proven ability to write and edit grants and reports to foundations and/or government entities.
- Ability and aptitude with Google Suite, video conferencing, and other software and technology necessary for successful day-to-day functioning in business environments. Experience with and/or ability to learn a donor database, QuickBooks, Adobe products, and Microsoft Office.

- Strong project management skills and ability to coordinate a variety of tasks simultaneously and consistently follow up on details, including leading small teams and holding others accountable for their commitments.

Interpersonal and Organizational Skills:

- Ability to communicate effectively and professionally with a wide range of audiences. We have a strong community – this person will make our community ties even stronger.
- Commitment to providing exceptional service; acts with respect, integrity, and fairness towards colleagues/employees, donors, partners & volunteers.
- Strong problem-solving skills and the ability to exercise sound judgment; goal-oriented, detail-oriented, resourceful, and flexible, and committed to achieving measurable results.
- Work effectively with minimal supervision but know when to ask for help.
- Established connections with New Mexico communities and organizations connected to our mission (preferred).

On the Job:

- Work Location: Albuquerque, NM, with opportunity to visit our outdoor expeditions in the field. Hybrid work opportunities can be arranged with their direct supervisor.
- Leadership or Supervisory Duties: This person will serve as a part of the leadership team at Cottonwood Gulch. The position does not currently supervise individuals, but will lead small teams in accomplishing significant development-related projects. This person reports to the Executive Director.
- Physical Requirements: Work at a desk. Use a computer. Ability to converse with and listen to people in many different settings. Ability to drive and access to a vehicle is a plus. Visits to field sites and Basecamp may require extended time outdoors and walking on uneven surfaces.
- Criminal Background Check: CGE requires criminal background checks from all employees.

Compensation:

- Salary: This is a full-time, exempt position. Some evening and weekend work may be required. Salary range is \$60,000-\$70,000 annually, depending on qualifications and experience, with the opportunity for annual raises.
- Benefits: We believe health insurance (including dental and vision) is essential, and we offer 100% coverage for our full-time employees. We also offer a 403(b) retirement program with a company match. We offer four weeks of paid time off each year.

Inclusive and Welcoming Environment

CGE is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, gender, gender identity or expression, age, national origin, ancestry, disability, marital status, sexual orientation, spousal affiliation, mental or physical handicap, serious medical condition, or military status in any of its activities or operations. Moreover, Cottonwood Gulch Expeditions believes in the learning, growth and healing that can take place in the outdoors. We also recognize that access to programs like ours—along

with access to any green space, clean air and water, and healthy food—continues to be a privilege rather than a right. CGE recognizes that in outdoor spaces, the voices and work of people of color, Indigenous people, women, and LGBTQ+ individuals have been often overlooked and marginalized. Therefore, we encourage applications from people in these groups regardless of background.

To apply: send a resume and cover letter to Jordan Stone, Executive Director, jordan@cottonwoodgulch.org. For full consideration, apply by February 3rd, 2023.