



HIGH LINE CANAL

CONSERVANCY

Connecting Communities—Connecting Nature
from the foothills to the plains

Development and Donor Relations Manager

~Position Posting~

September 6, 2022

Position:	Development and Donor Relations Manager
Reports to:	Director of Development
Compensation:	\$57K - 69K commensurate with experience. Includes a competitive benefits package with medical, dental, vision, IRA match, life and disability insurance. This is a full-time position. Occasional weekend, early morning and evening work will be required.

High Line Canal Conservancy

The High Line Canal Conservancy (Conservancy) is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the eleven jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations.

The Conservancy's Strategic Business Plan (2019-2024) affirms its commitment to preserve and enhance the Canal with projects and programs that improve quality of life and the environment and provide measurable benefits for all people. The Conservancy is working with its partners to:

- Ensure permanent protection of the 71-mile Canal with sustainable funding and enhancements;
- Enhance public use of the Canal through improved access, safety, and quality of visitor experience; and
- Improve environmental health for the Canal with regionwide benefits through stormwater management and other ecological enhancements.

Through its mission, and as guided by the Strategic Plan, the Conservancy is committed to supporting healthy lifestyles, improving the natural environment and enhancing the Canal's infrastructure, ensuring that all people of our region - considering, but not limited to, race, ethnicity, economics, age, geography, ability, gender and sexual orientation - have access to a safe and welcoming outdoor space. Learn more about the Canal and the Conservancy at www.highlinecanal.org.

POSITION SUMMARY

The Development and Donor Relations Manager will be a critical member of the Conservancy's growing team, helping with an exciting and creative development program that will ensure [The Plan for the High Line Canal](#) (The Plan) becomes a reality. This position will play an integral role in developing and executing annual giving strategy with the Director of Development and Executive Director to support the Conservancy's growing fundraising efforts. We seek an individual who is conscientious about donor care, and at the same time, possesses a strategic view for philanthropic growth. This position will support key objectives of the Conservancy's 5-year Strategic Plan including our goals to:

- Generate a sustainable operating budget that includes a diverse stream of revenues
- Leverage public commitments with meaningful private support

To support this work, the Development and Donor Relations Manager will work closely with the Development Director and the Marketing and Communications team. The primary responsibilities of Development and Donor Relations Manager include:

- Develop and execute the Conservancy's annual fundraising plan to retain, upgrade, and attract donors, with a focus on mid-level giving and a large, sustained base of grassroots donors
- Secure financial support from individuals, foundations and corporations
- Manage data entry and gift processing strategy and support staff with the Conservancy's database, Raiser's Edge
- Lead and implement donor stewardship, including providing professional assistance and interaction with donors via phone, computer and face-to-face
- Guide strategy for relevant giving days (i.e. CO Gives Day) including marketing & promotions, solicitation and thank-yous
- Manage special events staff and contractors and support execution of the Conservancy's annual events, including Walk for the Canal and Dine for the High Line
- Support special campaign to raise funds in support capital improvement projects included in The Plan
- Assist Executive Director with timely and meaningful communications for prospective lead and major donors
- Develop and track proposals and reports for individuals, foundations and corporations, as needed
- Maintain online profiles, including Charity Navigator and GuideStar
- Research and report donor prospect information

Other responsibilities include, but are not limited to:

- Serve as a representative of the Conservancy through presentations and events
- Attend volunteer and outreach events
- Support budget development and management

QUALIFICATIONS

The Development and Donor Relations Manager will be mission-driven, curious, engaged and passionate. The candidate should value community connections and collaboration. In addition, the Conservancy is a young organization that is evolving and growing; therefore, the ideal candidate will be adaptable and work well in a collaborative, fast-paced, dynamic environment. The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following knowledge, experience, skills and abilities:

Knowledge and Experience

- At least 3-5 years relevant work experience
- Bachelor's degree or comparable work experience
- Experience managing annual giving or membership program preferred
- Experience with Microsoft Office Word, Excel, PowerPoint and Outlook
- Experience with Customer Relationship Management software, such as Salesforce or Raiser's Edge preferred
- Demonstrated writing and communications skills
- Desired experience or knowledge in the areas of open space, trails, conservation, non-profits, government, fundraising and/or marketing, grant writing, planning, and/or programs
- Ability to maintain strict confidentiality
- Ability to work flexible hours when needed
- Strong customer service orientation and excellent interpersonal and relational skills
- Ability to build relationships with people of diverse backgrounds, perspectives and cultures
- Experience with committee support and management
- Ability to perform work with a high degree of accuracy

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At the Conservancy, we are dedicated to building a diverse, inclusive and authentic workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

APPLICATION INSTRUCTIONS

Qualified applicants are encouraged to apply by sending a resume to employment@highlinecanal.org. Cover letters are encouraged, but not required. No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

Application Deadline: Monday, October 3, 5pm MDT.

The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. HLCC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.