



# LAKE COUNTY BUILD A GENERATION

*Building a movement for community health and well-being*

- JOB TITLE:** Director of Development
- CLASSIFICATION:** Full-time, eligible for benefits. Exempt.
- REPORTING RELATIONSHIP:** Executive Director
- SALARY RANGE:** \$48,000 to 56,000 per year
- BENEFITS:** Medical (variety of PPO options offered), dental and vision insurance (employer covers 75% for employee and dependents); Annual leave including 16 paid holidays, 14 vacation days (accrued), 3 paid personal days, and sick leave (accrued) (with regular increases to vacation accrual based on tenure); flexible schedule; paid professional development opportunities; 401K match up to 6% annually; opportunities to work from home up to 50% time; supportive and innovative work culture.
- TRAVEL:** The position requires travel within the State of Colorado and possible travel within the United States. Must possess a valid driver's license.
- SCHEDULE:** May require some occasional work at night and on the weekend.
- SUPERVISORY RESPONSIBILITY:** No direct reports.

## **ABOUT LAKE COUNTY BUILD A GENERATION:**

Lake County Build a Generation (LCBAG) is a nonprofit organization located in Leadville, Colorado, dedicated to building a movement for community health and well-being throughout the County. The LCBAG team works with community members on the issues that matter most in the community, such as access to food, housing, and childcare. Staff members are passionate about youth, families, seniors, and the success of the community. In November 2019, Lake County was awarded the Robert Wood Johnson Foundation's Culture of Health award for pursuing innovative ideas and bringing partners together to rally around a shared vision of health—based, in part, on the work of this agency.

Lake County Build a Generation has been in existence since 1997, as a project of the Lake County Public Health Agency. It became an independent nonprofit organization on January 1, 2020.

We believe:

- Health is more than health care: Many factors influence our health, including housing, transportation, education, access to healthy food, and physical activity.
- Inequity is real: Living a healthy life is more easily accessible for some people than it is for others because of the environment in which they live. For example, Lake County residents have only a few local options to purchase healthy food, creating one more challenge to a healthy diet—and lifelong health.
- Inequity is systemic: Shortcomings at the systems-level are not the fault of any individual—they stem from the distribution of wealth and power that has been perpetuated over decades. Where we live impacts more than just our access to healthy food, it also dictates how much residents pay for basic needs and services. For example, although Lake County residents make about 25% less than the national average, we pay 18% more for food.
- Change is possible. We have the ability to change the way we approach health by changing what does not work in our community and identifying/building on what does. By engaging a diverse group of Lake County residents in community change, we will ensure that a healthy life is accessible to all Lake County residents, regardless of who they are or how much they earn.

For our complete theory of change and more information on our approach, please visit our website: <https://lcbag.org/our-approach/>

#### **ABOUT THIS POSITION:**

The Director of Development will be responsible for supporting a strong financial future for our organization through cultivation of relationships with individual donors, foundations, and public funders. The Director will be tasked with maintaining existing funding relationships and establishing new opportunities through grant writing, individual direct-asks, and planning fundraising events.

The Director of Development must be comfortable working as part of a team, but will have large portions of their work that will be accomplished individually. Support from other staff members may include: brainstorming or co-writing grant proposals and reports; planning fundraising events; or implementing other aspects of the fundraising plan.

#### **ESSENTIAL FUNCTIONS:**

- **Grant writing and management (70%)**
  - Create and maintain a grant writing schedule that includes proposal and reporting deadlines

- Identify new grant opportunities that align with and sustain organizational priorities
- Write high-quality grant proposals that combine strong written storytelling with quantitative and qualitative local and statewide data.
- Coordinate with partner agencies on collaborative funding opportunities
- Meet with funders during the application process to explain and clarify proposals
- Write and submit grant reports and ensure that reporting requirements are met
- Meet with program officers throughout the duration of grant projects
- **Individual Donor Fundraising (30%)**
  - Develop and implement an organizational fundraising plan that includes direct-ask campaigns and fundraising events
  - Create and manage a donor database for the organization
  - Maintain and foster relationships with existing and new donors
  - Report to and work with Board of Directors around annual fundraising goals

#### **ESSENTIAL QUALIFICATIONS:**

- Excellent communication skills, both written and verbal.
- Ability to work as part of a team
- Organized, diligent, and able to prioritize a varied workload.
- Background in nonprofit work with previous experience in fundraising, grant writing, or fund development.
- Experience engaging in systems change, developing, coordinating, and supporting community initiatives.
- Understanding of, and willingness to learn more about, systemic racism and how it impacts social determinants of health among communities of color
- Proficiency or willingness to learn Microsoft Word, Excel, Power Point, Adobe Creative Suite, and G-Suite
- Knowledge of, and commitment to, the Lake County community—or a passion for developing this knowledge and commitment

#### **PREFERRED QUALIFICATIONS:**

- Bilingual in English and Spanish
- Lived experience with the Latine community culture
- Lived experience with the challenges that LC BAG is committed to addressing (such as accessing affordable housing, healthy food, or childcare).

**ADDITIONAL INFORMATION:**

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

Lake County Build a Generation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**TO APPLY:**

Please email a resume and cover letter to [noah@lcbag.org](mailto:noah@lcbag.org). All cover letters should address: 1) why you are interested in working at Lake County Build a Generation, 2) why you are interested in relocating to Leadville or Lake County if you do not currently live here, and 3) how your understanding of both health and racial equity influences your approach to development and fundraising.

Writing samples may be requested, but should not be included in the initial application.

The position is open until filled; if it is still posted, it has not been filled.

**QUESTIONS:**

We are more than happy to answer any questions that will help applicants better understand our organization or the position. If you have questions that we can help answer, please reach out to our incoming Executive Director, Noah Sosin at [noah@lcbag.org](mailto:noah@lcbag.org).