



# U.S. GREEN BUILDING COUNCIL – COLORADO

## The Green Building Community

USGBC Colorado  
1821 Blake Street  
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Denver, CO  
80202  
303-454-3391  
[www.usgbccolorado.org](http://www.usgbccolorado.org)

### Development Director

The U.S. Green Building Council Colorado Chapter, the Colorado Chapter of the U.S. Green Building Council (USGBC Colorado), is a nonprofit organization working to advance sustainable building in Colorado. USGBC Colorado seeks a Development Director who is highly motivated and enthusiastic about growing the high performing, smart & healthy building community'. This position presents a unique opportunity with an exciting and dynamic nonprofit organization.

The Development Director will be responsible for devising, implementing, and managing a comprehensive development program, securing support from foundations, corporations, government sources, members and other individuals, major givers, and special events. The Development Director reports to the Executive Director and collaborates closely with the Board of Directors and additional staff.

The Development Director works with volunteer leaders to build fundraising capacity at the Branch and Committee level, and to ensure that local fundraising efforts are coordinated and supported by Chapter staff and the Board of Directors. The Development Director will also ensure that evaluation and tracking mechanisms are in place to document the successes of the organization.

The Development Director will participate in board meetings, board development, strategic planning, and organizational development. USGBC Colorado requires a Development Director who is fast, flexible, resourceful, pro-active, and experienced. The position will provide the qualified candidate broad latitude to shape the field of green building and impact the future of Colorado.

### **Development Responsibilities Include:**

- Conceptualize and implement annual development plan to secure over \$250,000 in contributed income (not including membership dues) in FY11-12, \$500,000 in FY 12-13; and up to \$1 million in FY 13-14;
- Lead foundation fundraising; research and identify prospective foundation funders; develop proposals and budgets in collaboration with program staff; ensure appropriate recognition and timely reports;
- Lead sponsorship program; cultivate and steward current sponsors (major sponsors and program/event sponsors); research, cultivate, and solicit new prospective sponsors;
- Build organizational capacity in fund development strategies, working with the Board of Directors, staff, and volunteers to provide training, coordination, and ongoing support for their strategic and on-the-ground efforts to secure sponsors and contributors;
- Research grant opportunities from private nonprofit foundations, corporate foundations, and government agencies; develop successful proposals and budgets in collaboration with program staff; ensure appropriate recognition and timely reports;
- Work together with the Board's Fundraising Committee to create an individual donor and major gifts program, including a new Charitable Gift Annuity Program;
- Work together with Board Membership and Fundraising Committee to plan and stage annual Membership Meeting; Work with Events committee to plan and stage annual conference;
- Work with staff and volunteers to create an improved better strategy for community awareness of USGBC Colorado;



- Manage donor database; maintain and establish systems, in keeping with standard best practices;
- Work with staff and volunteers to recruit Board members and volunteers; and
- With Chair of Fundraising Committee and/or Executive Director, prepare for and manage regular committee meetings; prepare bi-monthly reports to the Board of Directors.

**Qualifications/Skills:**

- At least 5 years work experience in fundraising;
- Excellent writing and interpersonal skills;
- Bachelor degree required in a relevant field, and demonstrated base level of science literacy;
- Ability to work well in groups and committees, respectful and engaging with volunteers;
- Understanding of current environmental issues, green building and the real estate industry;
- Knowledge of the LEED Rating System preferred but not required – the successful candidate will be encouraged to obtain their LEED Green Associate within twelve months;
- Ability to manage multiple projects, including those that may involve consultants, volunteers, and other key stakeholders;
- Attention to detail and ability to multi-task; and
- Creative, energetic, confident, strong sense of humor, integrity, independent and a self-starter.

**Compensation**

- Competitive salary, commensurate with experience
- Benefits include health insurance, employee-paid 401(K) plan, generous paid time off

**To Apply:**

Submit electronic cover letter and resume to Deb Kleinman, Executive Director of USGBC Colorado ([deb@usgbccolorado.org](mailto:deb@usgbccolorado.org)) with the subject line "USGBC Colorado Development Director Application." Applications received by post may not be considered.

Applications must be received by September 30, 2011.