



# Breckenridge Outdoor Education Center

**Title:** Development Director

**Reports to:** Executive Director

**Supervises:** Development and Marketing Team

Are you a passionate leader ready to make a profound impact? This is your chance to step into a transformative role as Development Director at the Breckenridge Outdoor Education Center (BOEC). With nearly 50 years of dedicated service, the BOEC stands as a beacon of hope and adventure providing access to outdoor experiences for individuals with disabilities, special needs, and other challenges. As our Development Director, you will play a pivotal role in shaping the future of our organization, leading initiatives that drive our mission forward, and contributing to the overall success of our adaptive outdoor experiences. This is not just a job—it's an opportunity to harness your leadership skills, embrace big responsibilities, and make a lasting difference in the lives of thousands. Join us in this exciting journey and help us continue to enrich lives through the power of adventure and community.

## **Position Responsibilities:**

Lead the BOEC's development efforts to raise funds from diversified sources to meet projected annual budget and long-term revenue goals including:

- Create, develop, implement and evaluate a development strategy to achieve strategic and annual goals.
- Develop, grow and nurture the BOEC's individual donor base, which includes major gifts, planned giving, reengaging lapsed donors and identification of new donor prospects.
- Oversee timely recognition and relationship development with donors.
- Develop a coordinated program of communication and solicitation strategies involving email and direct mail donor appeals, acknowledgements, phone/mail, impact report and donor engagement focused on shaping a sustainable tradition of annual support.
- Develop and implement capital or comprehensive campaigns in the next 3-5 years.
- Oversee the maintenance of accurate and up-to-date records of donor and fundraising activities in the organization's donor database. Run comprehensive donor analysis reports to track engagement and inform fundraising strategies.
- Oversee BOEC's grant program in prioritization, research, preparation and submission of grant proposals and oversee grant calendar.
- Cultivate and grow relationships with foundations and corporations both local and national for sponsorships and grants.

## Marketing/Events

- Partner with the Marketing Manager to develop comprehensive marketing campaigns that align with fundraising goals including social media, newsletter design and content, story development, email marketing, collateral materials, and website content.
- Support cutting edge and innovative special events that meet event budget and strategic objectives.
- Lead the development and implementation of events, promotions, campaigns, communications and other activities to achieve goals as defined by leadership of the BOEC for BOEC's 50th anniversary in 2026.
- Promote the BOEC in community forums, speaking engagements and networking opportunities as needed.

## Administration/Leadership

- Assist Executive Director and Finance Director in the development of the annual budget and annual revenue projections.
- Monitor department budgets, control and approve expenditures in keeping with the approved budget and ensure that program financial performance is in line with the approved plan.
- Effectively supervise and manage direct reports and provide, by example and leadership, motivation and direction to employees of the organization.

**Qualifications:**

- 5+ years of management experience with fundraising, donor development, communications, marketing, staff supervision, funding research, collaborations and financial management.
- Supervisory experience with strong mentoring and coaching skills.
- Experience working with Boards of Trustees as development partners.
- A proven track record of fundraising across a variety of sources including individual donors, foundations, and corporations.
- Proven experience managing a successful grant program, including researching, writing, and submitting grant proposals, overseeing the application process, and ensuring compliance and reporting on funding projects.
- Exceptional communication skills – strong writer, verbal communication, and researcher.
- Proficiency with Google Business Suite, Microsoft products, Quickbooks, and other project/communication management software.
- Expertise with donor and client relationship management (DRM/CRM) systems. BOEC currently uses DonorPerfect and Salesforce.
- Proficiency with Constant Contact and other marketing software a plus.
- Excellent communication and relationship-building skills.
- Strong organizational and project management skills.
- Knowledge of disabilities and adaptive recreation is desirable.
- Commitment to the organization's mission and values.

**Position Information and Benefits:**

- This is a full-time, year-round exempt position with the following benefits: generous paid time off (PTO) policy, health insurance, life insurance/AD&D, 403B retirement plan, 13 paid holidays, employee assistance program, employee professional development opportunities, pro-purchase program and employee ski passes.
- Development and Marketing Director salary range is \$75,000 - \$110,000 with starting salary DOE.
- This position is located at the BOEC Administration Headquarters in Breckenridge, CO.
- Typical schedule is 9:00am to 5:00pm, M-F. Occasional weekend and/or evening involvement in special events or programs as needed.
- This position may require occasional lifting or physical effort. Specific vision abilities required by this role include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

The job duties above are not an exhaustive list of responsibilities, duties, and skills required for this position. Additional tasks may be assigned as needed.

*BOEC strives to create environments that are just, equitable, diverse and inclusive and we are dedicated to providing outdoor experiences that are relevant and accessible to all participants regardless of race, ethnicity, sexual orientation, gender identification, religion, socioeconomic status, education or disability.*

**About Us**

The Breckenridge Outdoor Education Center (BOEC), established in 1976 in Breckenridge, Colorado, is a 501(c)(3) non-profit organization dedicated to expanding the potential of individuals with disabilities and special needs through impactful, educational, and inspiring outdoor experiences. For almost 50 years, BOEC has offered outdoor recreational opportunities, led by highly trained professional staff and supported by over 300 dedicated volunteers. Participants from around the world engage in BOEC's Adaptive Ski and Snowboard Program, Wilderness Program, and Internship Program. Operating primarily in Breckenridge, Colorado, BOEC serves over 2,500 participants annually, including adults and children with physical and cognitive disabilities, sensory differences, veterans and their families, and other historically underserved populations.

Please send a cover letter and resume to Sonya Norris, Executive Director, [sonya@boec.org](mailto:sonya@boec.org).