



All Roads (formerly Boulder Shelter for the Homeless) has been a fixture in the community since 1982, providing a bed, meals, services, and a bit of dignity to those experiencing homelessness in our community. Today, our mission is to create avenues to stable housing for our community's homeless adults, from a foundation of supportive and safe shelter. All Roads has a strong culture of collaboration, communication, compassion, dignity, and support, which yields an inclusive and engaging dynamic within the organization.

### **Assistant Director of Development**

All Roads is seeking a creative, confident, detail-oriented individual to serve as the lead staff member on a variety of major donor fundraising functions, as assigned by the Chief Development and Communications Officer (CDCO). This is primarily a creative fundraising position, with additional responsibilities in the data processing and formal communications areas. While All Roads is the central homeless solutions agency for Boulder County, and is about three quarters funded by municipal dollars, it has an ambitious private fundraising agenda to allow it to meet the growing challenge of homelessness in Boulder County.

We are looking for someone with nonprofit fundraising experience, and a willingness to create new fundraising projects in an entrepreneurial atmosphere. A commitment to the principles and issue area that All Roads represents is crucial. This position reports to the CDCO.

### **General Responsibilities**

#### **Donor Circle Implementation**

- Assume primary responsibility for existing and new donor circles, including planning, setting criteria, and creating incentives to build the program
- Plan and execute major donor retention events from ground up

#### **Major Donor Development Program Planning**

- Coordinate with CDCO to plan out annual appeals, including subject and timing
- Write text for fundraising appeals
- Help coordinate graphic design and other elements of successful written campaign
- Develop relationships with major donors and execute donor retention programs as needed and assigned by CDCO

#### **Development Data Backup**

- Provide backup for the Revenue and Social Media Lead, including donation processing, database maintenance, and list building.

### Event Planning and Execution

- Assist with execution of annual general donor fundraising concert
- Attend community events sponsored by other organizations in the space

### Social Media Operations

- Assist Revenue and Social Media Lead to maintain a regular posting schedule as directed by CDCO and Online Content Manager.

### Website Maintenance Backup

- Provide backup for Online Content Manager.

Other job-related duties as assigned to help fulfill the vision of the Development Team and mission of the organization.

## **Qualifications and Skills**

### Education & Experience

- 1-2 years professional experience in nonprofit fundraising, within the human services space is a plus
- Demonstrated interest in the homelessness crisis or other human services challenges, particularly in the nonprofit space
- Demonstrated ability to attract and retain major donors in the nonprofit context
- Proven record of successful major donor recruitment and development success

### Skills & Abilities

- Organized: Ability to simultaneously manage and prioritize among multiple projects
- Flexible: Able to meet deadlines, adapt to changing needs, and creatively solve problems
- Self-Starter: proven ability to see projects through from conception to implementation
- Positive and people-driven: Strong networking skills a big plus
- Physical Demands: This position works in an office setting routinely using standard office equipment such as computers, phones, photocopiers, and filing cabinets. It is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds.

### Knowledge

- Proficiency with DonorPerfect or another donor data platform/CRM desirable but we will train if the right candidate does not have this background
- Proficiency in Microsoft Office Suite

### Behaviors

- Highly motivated with a strong work ethic
- Collaborative work style
- Gives and receives feedback in a respectful and productive manner
- Personable and compassionate
- Represents All Roads in alignment with the mission and core values: treat all with dignity, offer support and opportunity, achieve results through competence and creativity, and practice responsible stewardship

## **Position status & Compensation**

- Full-time exempt. Based in Gunbarrel (near Boulder, Colorado). Will consider contractual arrangement for the right fit.
- Salary range \$75,000 - \$81,000 annually
- Comprehensive benefits package that includes health, dental, life, and disability insurance, retirement plan, paid time off, and a subsidized RTD EcoPass

To Apply: Send cover letter and resume to Andy Schultheiss, [andy@allroadsboco.org](mailto:andy@allroadsboco.org).

All Roads is an Equal Employment Opportunity Employer

*Colorado Residents: In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.*