



RING LAKE RANCH

P.O. Box 806, Dubois, Wyoming 82513 | (307) 455-2663 | (888) 458-5253 | www.ringlake.org

Job Title: Development Director

Reports To: Executive Director

DESCRIPTION:

Ring Lake Ranch is a small, ecumenical spiritual retreat center located outside of Dubois, Wyoming in the Wind River Mountains. Ring Lake Ranch was founded in 1966 with the mission of "renewal in sacred wilderness." We fulfill this mission by offering one- and two-week retreats each summer to individuals, families, and groups who come from all over the country. Each retreat features evening seminars on a variety of topics presented by renowned spiritual leaders, writers, artists, and musicians. Optional daytime activities include guided hikes and horseback rides, canoeing, fishing, and simply relaxing in a beautiful, unhurried setting. More information about Ring Lake Ranch is available on our website, www.ringlake.org.

JOB SUMMARY:

The Development Director is a new position at Ring Lake Ranch that will work to build individual donor and foundation support for RLR's mission and services. The primary objectives of the position are to enhance long-term relationships with existing donors and identify and develop viable donor prospects for major gifts. The Development Director will work closely with the Executive Director, Business Manager, Board of Directors, Development Committee, and volunteers in building partnerships to develop and implement strategy for individual major gift donor relationship management. The position will also perform other related duties to support Development operations. The Development Director will spend most of the summer season at Ring Lake Ranch to cultivate relationships with registered guests in person. Compensation package for full-time position (3/4 time option will be considered) includes \$70,000 annual salary, 10% contribution to 403(b) plan, health insurance stipend, and four weeks annual paid vacation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Create, manage and direct all aspects of development efforts, including annual campaign, individual giving, major gifts, planned giving, grant writing and reporting, special events, and donor communications and appeals both in paper and online and through social media where appropriate.
- Develop and manage fundraising budget and annual fund development plan.
- Implement best practices for all areas of fund development by staying abreast of industry trends.
- Create, integrate and implement cultivation, solicitation, and stewardship plans including relationship-based strategies, methods, and materials for individual and corporate giving.
- Develop strategic funding requests based on short, intermediate, and long-term funding goals of the organization.
- Manage a portfolio of prospects, acting as primary relationship manager for a portfolio of individual, business, and private foundation prospects to reach or exceed annual funding goals.
- Manage, coordinate, and train staff (Executive Director and Business Manager in particular), RLR board members, and other volunteers on a one-on-one or group basis to assist with major gifts cultivation and solicitation.
- Track and report relationship management activity using constituent relationship management system and by preparing reports.
- Manage and supervise use of the development database, including supervision of staff with day-to-day gift entry responsibilities.
- Understand and comply with all RLR gift-related policies and procedures and ensure full ethical compliance as defined by the Association of Fundraising Professionals (AFP).

ADDITIONAL EXPECTATIONS:

- Position is full-time but $\frac{3}{4}$ time option will be considered.
- Extended time at RLR during summer season required.
- Ability to participate in activities and interact with guests in rustic retreat setting at 7500' elevation required.
- Work will be remote access/WFH fall to spring.

- Attend events representing RLR as needed.
- Some additional travel required.
- Some evening and weekend work required.
- Assist in administrative and other duties as assigned.

STANDARD REQUIREMENTS:

- Understands the financial aspects of our business and maintains focus on cost effectiveness and ultimately stewardship.
- Supports, cooperates with, and implements specific procedures and programs for: safety and security, confidentiality, quality assurance, compliance with current laws and regulation, and training.
- Supports and participates in:
 - Common teamwork; Cooperates and works together with all co-workers.
 - Uses tactful, appropriate communications in sensitive and emotional situations demonstrating compassion, empathy and dignity for all.
 - Promotes positive public image and relations of RLR.
 - Completes requirements for acceptable attendance and timeliness to work.
 - Performs other work duties as assigned.
 - Follows up as appropriate with supervisor and co-workers regarding reported complaints, problems and concerns.

QUALIFICATIONS:

Five years or more of proven leadership experience in prospecting, cultivating, and soliciting donor gifts. Strong annual fundraising and major gift experience with a proven track record of successfully meeting revenue goals and cultivating, soliciting, and closing gifts of \$10,000 and above. Familiarity with planned and blended giving programs preferred but not required. Experience working with donor management software and Bachelor's degree in related field required.

Resume and cover letter should be submitted to Andy Blackmun, Executive Director, at andy@ringlake.org.