



Development Manager JOB DESCRIPTION

BACKGROUND

[Denver Urban Gardens \(DUG\)](#) started as a grassroots movement in the late 1970s and was formally incorporated as a 501(c)(3) non-profit organization in 1985 to support Denver residents in creating sustainable, food-producing neighborhood community gardens. Over the past 40 years, our network of community gardens has expanded across six metro Denver counties. We currently oversee 200 [community gardens](#), including 66 [school-based community gardens](#), and 24 [food forests](#) and offer [youth programming](#), [skill-building workshops for adults](#), [community-centered events](#), [volunteer workdays](#), [free and reduced-cost seeds and seedlings](#), and [compost training](#).

DUG's **mission** is to provide the access, skills and resources for people to grow healthy food in community and regenerate urban green spaces.

Our **vision** is a sustainable urban future where people are deeply and directly connected to the earth, each other, and the food they eat.

The Development Manager will play an active role in supporting a wide range of fundraising activities, with special emphasis on corporate partnerships, database management, donor stewardship, and fundraising support for our team. You'll frequently be tasked with problem-solving and/or providing customer support to donors, and will tackle a variety of tasks, from routine to complex. We are looking for a flexible self-starter who enjoys working in a dynamic team environment and embraces the value of community and cultivating relationships with people from a variety of backgrounds and lived experiences.

ESSENTIAL JOB DUTIES

This position reports to the Interim Executive Director (responsible for organizational fundraising) and is part of the Development Team.

- **Individual and Corporate Fundraising Support - 50%**
 - Manage development data in Salesforce to ensure data integrity and quality; work with IT Manager and Salesforce contractors on updates, integrations, and troubleshooting
 - Interface with all aspects of development, including but not limited to:
 - Corporate - Manage Garden Adoptions, Volunteer Workdays, and Sponsorships
 - Individual Giving - Sustaining Stewards, Major Gifts
 - Ensure accurate and timely entry of gifts, payments, and contacts in Salesforce
 - Work with staff to ensure all in-kind gifts are accurately tracked in Salesforce, acknowledged, and provide monthly in-kind reports detailing usage to Finance
 - Work with the team to create gift entry processes and procedures and update, as needed

- Train and support staff on database use as needed
- Assist with the budgeting and reporting of development activities
- Assist with external funder and partner proposals and presentations
- Provide “customer service” support to DUG’s corporate and individual donors ensuring tight and timely communication
- Provide support for DUG’s [Garden Adoption](#) and [Community Collaborator](#) programs.
- **Development Events and Volunteer Coordination Support - 20%**
 - Support with Gather Round gala, including live and silent auctions by soliciting/tracking items, providing day-of support, assisting with RSVPs and guest lists, etc.
 - Support with DUG’s other annual Signature Events, including Plant Sale, Volunteer Appreciation, DUG Symposium, as needed
 - Coordinate other Development events, including Salons, Summer Strolls, and Garden Opening Celebrations
 - Support event data entry, ensuring that invites, attendance, costs, related gifts, etc., are tracked accurately
 - Assist with event evaluations and reporting
 - Work with volunteers and the Field Operations team on Corporate Workdays, ensuring a positive volunteer experience
- **Grant Administration Support - 10%**
 - Work cross-functionally with the DUG team to ensure competitive, timely grant applications and reports
 - Maintain organized and up-to-date electronic grant files in both Salesforce and Google Drive
 - Grant writing
 - Support grant writing contractors including ongoing communication, weekly meetings and alignment to development priorities
 - Write small grants, on occasion, when needed
- **Administration - 10%**
 - Provide administrative and data support for other programs and special projects as needed/assigned
 - Engage in professional development opportunities to gain knowledge of DUG pillars, the nonprofit sector, and the field of fundraising
 - Administrative tasks as needed and required of all roles (tracking and submitting hours, spending reports, tracking mileage, etc.)

REQUIRED SKILLS, EXPERIENCES + QUALIFICATIONS

- Five or more years of experience with nonprofit fundraising and/or grants administration in either a paid or volunteer capacity
- High level of attention to detail and accuracy and consistency
- Experience with Salesforce (NPSP) or other similar donor databases
- Strong problem-solving skills with a high degree of flexibility and adaptability as a self-starter
- Excellent interpersonal skills, ability to effectively and respectfully work with and interact with diverse community members
- Experience with Google Workspace and Excel
- Schedule flexibility, with occasional attendance at evening and weekend events required
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development,

- modeling inclusive behaviors, and proactively managing bias
- Ability to maintain discretion and confidentiality, as needed
- Qualifying pre-employment background check

PREFERRED SKILLS

- Familiarity with GoFundMe Pro (formerly Classy)
- Experience with Corporate Social Responsibility

COMPENSATION + BENEFITS

This is an exempt, fully benefited position based on experience and skill set with a salary range of \$56,992 - \$77,219. Benefits include unlimited paid trusted time off, as well as generous employer-sponsored health and dental insurance plans, Eco RTD pass, mobile phone stipend, and retirement plan. This position is a union-represented position with DUG Workers United.

DUG offers professional learning opportunities in Horticulture, Urban Agriculture, Food Access, Health & Wellness, Climate Action, Community Garden building & education, Community Garden establishment and support, and School Gardens. There is potential for opportunities for advancement within Denver Urban Gardens as our programming expands.

DEPARTMENT: Development

HOW TO APPLY

Please send your resume and cover letter to jobs@dug.org as a PDF with DEVELOPMENT MANAGER in the subject line.

EQUITY STATEMENT

DUG centers equity as one of its organizational values and we value diversity — in backgrounds and in experiences. We believe food is a universal right, and we need people from all backgrounds and swaths of life to help build the future of our food system.

We are an Equal Opportunity Employer and our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

Thank you for your interest in our organization and community.