Development Manager

About Steamboat Creates

Steamboat Creates is a community-minded arts and culture organization in the Yampa Valley, dedicated to strengthening our creative community through advocacy, education, cultural events, public art, and cultural experiences. Since 1972, we have enhanced the quality of life and economic vitality of the Yampa Valley by supporting artists, engaging residents and visitors, and nurturing a thriving creative sector.

Position Overview

The Development Manager is a hands-on fundraising role that helps Steamboat Creates grow the support needed for arts and culture to thrive in the Yampa Valley. This position offers the opportunity to build fundraising experience and grow into a director role as skills, accomplishments, and organizational capacity develop.

Reporting to the Executive Director, the Development Manager manages annual giving activities, sponsorship outreach and fulfillment, membership development, donor stewardship, fundraising records, and assigned grant applications. The Executive Director leads overall fundraising strategy, organization-wide revenue goals, major gift cultivation and capital campaigns, with support from the Manager.

This role is ideal for an organized, relationship-oriented professional who enjoys turning plans into action. The successful candidate will take initiative within agreed priorities, communicate warmly with supporters, participate in revenue growth at events and follow through on details while learning and growing with the organization.

Key Responsibilities

Fundraising Planning and Implementation

- Work with the Executive Director to translate annual fundraising priorities into a practical calendar and work plan.
- Manage assigned annual giving, sponsorship, membership, fundraising portions of signature events and donor engagement activities.
- Track progress toward mutually agreed campaign and activity goals; flag challenges and recommend adjustments.
- Identify new fundraising opportunities and develop compelling cases for support that connect Steamboat Creates' mission with community interests and donor priorities.
- Coordinate fundraising tasks and follow-up with the Executive Director and board development committee.
- Report regularly on revenue raised, donor retention, sponsor renewals, and progress toward goals.

Individual Giving and Donor Stewardship

- Maintain donor and prospect records, documenting interests, contacts, next steps, and giving history through CRM data management system.
- Lead annual giving campaigns, year-end appeals, donor upgrades, and retention efforts; follow through consistently on commitments and acknowledgments.
- Identify prospective major donors, build relationships, and develop personalized engagement and giving strategies in partnership with the Executive Director and board. Support donor conversations with research, meeting materials, introductions, tours, and donor experiences, and coordinate timely, personalized follow-up.
- Coordinate stewardship communications that show supporters the impact of their gifts while protecting donor confidentiality.
- Coordinate membership recruitment, renewals, and engagement with artists, businesses, and creative entrepreneurs.

Corporate Partnerships and Event Sponsorships

- Manage sponsorship renewals and conduct outreach to prospective sponsors within agreed priorities.
- Increase sponsorship revenue for Steamboat Creates events by identifying prospects, creating persuasive sponsorship proposals, making asks, negotiating commitments, and securing renewals.
- Track sponsor commitments and coordinate delivery of measurable partnership value, recognition and benefits with staff.
- Identify opportunities for multi-year sponsorships, corporate giving, in-kind support, and broader business partnerships.

Grants and Institutional Giving

- Prospect grant opportunities prioritizing foundation, corporate, government, and other grant opportunities aligned with organizational needs assessment. Prepare assigned applications and reports with staff input and Executive Director review.
- Work with the Executive Director to build and steward relationships with foundation and institutional funders; track grant outcomes and improve future applications.
- Maintain a grants calendar, gather required materials, and track submission and reporting deadlines.

Development Systems and Reporting

- Maintain accurate sponsor, member, grant and donor records in the organization’s CRM and related systems.
- Use practical dashboards and reports to evaluate fundraising effectiveness, forecast opportunities, and communicate progress with updates to the Executive Director and summaries for the board as requested.

Community Engagement and Communications

- Actively represents Steamboat Creates warmly and professionally at community gatherings, business events, arts activities and relationship building opportunities with supporters and community partners.
- Coordinate donor engagement activities and fundraising elements of events with program and operations staff.
- Collaborate with marketing staff on appeals, sponsor recognition, donor stories, and membership communications.

Collaboration and Support

- Meet regularly with the Executive Director to set priorities, review progress, and identify support or training needs.
- Coordinate with program staff to gather stories, participation information, and outcomes for donor communications and proposals.
- Engage board members, volunteers, and ambassadors in introductions, donor cultivation, fundraising events, and sponsorship outreach.
- Keep fundraising commitments realistic and aligned with staff capacity, approved budgets, and organizational priorities.

Qualifications

Required Experience

- Two+ years of relevant experience in fundraising, nonprofit programs, relationship management, communications, sales, or a related field; an equivalent combo of experience and training is welcome.
- Demonstrated ability to build trusted relationships and secure support through professional, volunteer, business, or community activities.
- Experience managing projects, deadlines, and follow-up with consistent attention to detail.
- Strong written communication skills and ability to develop persuasive proposals; willingness and ability to learn grant-writing tasks.
- Confidence approaching prospective donors and business owners, discussing financial support, and making direct funding requests.
- Ability to manage accurate records, use spreadsheets and digital tools, and handle confidential information responsibly while collaborating with a small team.
- Ability to work independently within agreed priorities.

Preferred Experience

- Experience with annual appeals, sponsorships, memberships, donor stewardship, or grant writing.
- Existing relationships with local business owners, philanthropic households, civic leaders, or foundations.
- Experience working with nonprofit staff, volunteers, or boards.

- Familiarity with donor CRM systems, email platforms, project management tools or fundraising reports.
- Passion for arts, culture, creative entrepreneurship, and the Yampa Valley community.

The Ideal Candidate

The strongest candidates will be resourceful relationship builders with strong community connections who are comfortable initiating conversations, making fundraising asks, and turning goodwill into measurable support. This person brings sound business judgment, strategic thinking, personal accountability, and the persistence to follow through. Our ideal candidate has a willingness to ask for guidance and an openness to feedback, training, and increasing responsibility. Steamboat Creates offers a collaborative, mission-driven environment and the opportunity to help strengthen the future of arts and culture in the Yampa Valley. We welcome accomplished professionals and community leaders changing careers into development, as well as experienced fundraisers.

Compensation

Salary range: $60,000 - $70,000 commensurate with experience

Steamboat Creates offers a benefits package for this full-time, year-round, in-person position designed to support the well-being and work-life balance of our team, including:

- Paid vacation and holidays
- Paid sick and personal leave
- Employer contribution toward health insurance

How to Apply

Please email your cover letter and resume as separate PDF attachments to careers@steamboatcreates.org

Use the subject line “Development Manager Application – [Your Name]”.

Application deadline: November 6th, 2026