



Development Director Job Announcement Open Until Filled

Join our team! Fire Adapted Colorado is seeking a motivated fundraiser and grant writer to serve as a Development Director and to become part of our team that helps Coloradans navigate wildfire resilience now and into the future. This is a full-time position with a benefits package and flexible work location. Fire Adapted Colorado is the only organization dedicated to supporting the professionals who help Coloradans coexist with wildland fire, filling an urgent need in a state that is on edge following recent record-setting fires. FACO is a fast-paced, growing, mission-driven nonprofit providing educational and networking opportunities for communities, groups and individual stakeholders focused on reducing the negative impacts of wildfires in the state.

This role will require a passion for FACO's mission, fundraising and grant writing expertise, and the ability to assist a diverse range of communities with their wildfire mitigation grant seeking and management. Knowledge of federal grant systems is highly desirable.

Remote! You can work anywhere as long as you have phone and internet connectivity in your remote office, with a preference for working within the beautiful, diverse state of Colorado.

ABOUT THE POSITION:

In partnership with a remote Executive Director, remote Communications and Operations Specialist, Training & Network Specialist, a board of directors and statewide network participants, the Development Director will lead FACO fundraising efforts and support program and federal and state grant navigation by network participants.

To support FACO programs and operations, the Development Director will maintain relationships and funding agreements with existing funders and develop new funding sources to meet organizational needs. The organization has historically been primarily grant funded, and this position will diversify funding and strengthen FACO's financial sustainability through investments, fees for service, fundraising campaigns, and a negotiated indirect cost rate agreement. The Development Director will also help move the Colorado Wildland Fire Conference toward an annual event and lead conference fundraising efforts.

As a part of the [Community Navigators Program](#), this position will serve in a direct mentorship role to Colorado communities in need of assistance seeking federal and state funding for landscape and community wildfire resilience work. Direct assistance also includes management of FACO direct funding opportunities such as the [Opportunity Fund](#), development of future direct support to network participants, and sharing subject matter expertise on financial management and long-term operational funding.

[Please review the full job description and qualifications for this rewarding job, here.](#)

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES INCLUDE:

Fund Development: Secure funding for FACO operations and programs through a combination of grant writing and fundraising and engage in day-to-day fundraising administrative tasks. Lead fundraising aspects of the Colorado Wildland Fire Conference.

Community Navigator: Provide direct support to Colorado communities in need of assistance seeking federal and state funding for landscape and community wildfire resilience work.

QUALIFICATIONS:

A qualified candidate is a savvy fundraiser and grantwriter with interpersonal skills and an interest in community and landscape wildfire resilience. We want you to love your job, so it's important that candidates are excited about [FACO's Mission and Vision](#), happy working in a remote and independent environment that requires self-direction, motivation and the ability to pursue funding opportunities and help others navigate grant processes with minimal supervision.

At least two years of experience in development or philanthropy work, successful grant writing experience, and relevant education and training are required. Prior experience with US government grants, Accounting experience, knowledge of conservation finance, specific wildfire related funding experience, and large event experience are all desirable qualifications. Review the [full job description](#) for additional detail.

JOB LOCATION:

Anywhere with phone and internet connectivity can be your remote office for this flexible, full-time position with benefits. An office is not provided at this time but a budget is available for home-office supplies. The person in this position must be able to travel 2-3 times per year in Colorado to participate in an annual in-person staff and board retreat, work with the Executive Director, and support events such as the Colorado Wildland Fire Conference. Trips will generally range from 2-5 days. Mileage will be reimbursed at the federal mileage rate and any other travel expenses incurred will be reimbursed per the FACO travel policy.

COMPENSATION:

Starting Pay: \$26.45 - 31.25/hour (\$55,000 - \$65,000 annual salary equivalent)

Generous nonprofit benefits package:

- Start earning three weeks per year vacation time
- 12 days per year paid sick leave
- 8 paid holidays
- 3% employer retirement match to a Simple IRA
- \$450 per month employer health insurance contributions for qualifying Health Savings Account plans or a Health Reimbursement Arrangement
- \$100 monthly phone & internet stipend
- Career advancement & professional development opportunities
- Annual incentive raises and Cost of Living Adjustments

This is a career opportunity. The right person will help grow Fire Adapted Colorado. This is an hourly non-exempt position based on an 80 hour two-week pay period.

To APPLY:

- Prepare a 1-3 page letter that expresses your interest and summarizes your experience relevant to this position.
- Prepare your resume (please link to any relevant work and list at least 2 references).
- Complete [this simple application form](#), uploading your letter and resume as pdf files.

HIRING PROCESS:

Applications will be reviewed on a rolling basis with anticipated interview in early January 2024. Applicants will be contacted within two weeks of application submission with any next steps.

We will check references, request a copy of a driver's license, and may conduct a background check prior to making a hiring decision.

Contact the Executive Director, Rebecca Samulski, at Rebecca@fireadaptedco.org or (970)739-7899 with any questions.

EQUAL OPPORTUNITY EMPLOYMENT:

At Fire Adapted Colorado, we believe diversity makes us stronger. Fire Adapted Colorado is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, protected Veteran status, national origin, or any other characteristic of identity in any phase of employment for this position.