



Job Description

Title: **Contract Development Director**

Reports to: Executive Director

Location: Windsor, CO

The Poudre Heritage Alliance (PHA) is the managing entity for the Cache la Poudre River National Heritage Area (Cache NHA), with its administrative offices located in Windsor, CO. The Heritage Area encompasses the lower 45 miles of the Poudre River, from Bellvue, CO to Greeley, CO. PHA serves a population of over 600,000 people in Larimer and Weld Counties through its programs that PROMOTE history and culture, ENGAGE the public in the river corridor, and INSPIRE learning, preservation, and stewardship.

This year 23,000 people participated in events and programming supported by the Cache la Poudre River National Heritage Area. These programs taught learners of all ages about river stewardship, critical issues facing water resources in Northern Colorado, and connected individuals to their water heritage.

Cache NHA is congressionally designated but not 100% funded by federal appropriations. With the uncertainties surrounding federal funding, the organization is looking to diversify revenue sources to ensure core programming can continue in the event of a loss of federal funding. The largest opportunities for this project to make an impact are individual donor giving, corporate sponsorship, and increasing event revenue.

GENERAL STATEMENT OF DUTIES: Poudre Heritage Alliance is seeking a contracted development expert to lead fundraising efforts to support the organization's mission and financial goals. This role will diversify philanthropic revenue sources to increase revenue from individual giving and fundraising events.

RESPONSIBILITIES:

- Establish a fundraising strategy
 - Timeline: The 2026 Fundraising Strategy Plan will be completed by February 28, 2026.
 - Outcome: A defined fundraising plan will include clear goals per strategy, a detailed budget, timelines, defined roles, a message or case for support, clear calls to action, and a system for evaluating success.
- Increase overall effectiveness of the annual Capture the Cache exhibition

- Timeline: Begin immediately evaluating results of prior year's events and identify opportunities for improvement. Event is held in early June.
 - Outcome: Event is sustainable without federal funding and raises additional unrestricted funding.
- Solicit, secure, and grow corporate sponsorships and in-kind business partnerships for Capture the Cache.
 - Timeline: Begin prospecting immediately with sponsorships secured by May 1, 2026.
 - Outcome: Capture the Cache will have a stronger base of corporate sponsorships that underwrite full expenses of the event.
- Identify, cultivate, and steward donors to grow donor base.
 - Timeline: March 1- December 9
 - Outcome: Increase in the donor base by 50 new individuals
- Develop and implement effective giving campaigns, annual appeal, thank you letters, and impact correspondence to donors and supporters.
 - Timeline: March 1- December 31
 - Outcome: Individual giving exceeds \$25,000 annually
- Track and report effectiveness of development efforts
 - Timeline: Quarterly reports of effort and impact
 - Outcome: Reports demonstrate increased donor engagement and philanthropic contributions.

MINIMUM QUALIFICATIONS & EXPERIENCE

- 2-3 years in nonprofit fundraising and development
- Demonstrated track record in soliciting individual and corporate donations
- Demonstrated ability to increase event revenue
- Ability to think creatively and drive strategic planning
- Strong communication skills and an ability to make a compelling case in support of PHA
- Strong computer skills including but not limited to Microsoft Online, CRMs, and Canva
- Strong ability to work independently and as part of a team

COMPENSATION

This role is designated as a contractor and is not an employee of PHA. The independent contractor is not eligible for fringe benefits of any kind offered by the Company to any of its employees.

Contract Period: The period of performance for this project is January 5th, 2026 – December 31st, 2026, with an option to renew to be reviewed and discussed by November 30th, 2026.

Compensation: Up to \$25,000 annually for services to be billed monthly.

HOW TO APPLY:

- A. How to Submit a Proposal

Proposals should be submitted via email no later than November 30th, 2026, to Sabrina Stoker at ssstoker@poudreheritage.org and should include the subject line: **Contract Development Director [Contractor Name]**

Proposals should include:

1. Summary of recent and relevant projects.
2. A proposal narrative detailing your:
 - a. demonstrated understanding of the organization's mission and values as it relates to the target audience for donor and sponsor development
 - b. initial project approach
 - c. ability to carry out the tasks outlined above
 - d. priority resources needed to be successful in project
 - e. proposed fundraising goal and efficiency ratio
3. An estimated schedule of fees to be charged per month based on project scope.
4. Resume of the contractor(s) who would be involved in the project.

Proposals will be evaluated on the experience and expertise of the contractor(s) involved in the project, proposed approach and methodology, demonstrated understanding of the organization's mission and audience, and the cost-effectiveness.

We anticipate selecting a contractor by December 19th, 2026, for the tentative project start the week of January 5th.