



- Create and implement CBCA's annual development plan to align with organization's strategic plan, revenue goals and annual budget
- Develop and maintain ongoing relationships with donors and community partners, serving in an external relations role
- Lead sponsorship prospecting, recruitment and fulfillment for CBCA programs and events
- Oversee grants research and management with support from other team members to write, submit and track grants; build relationships with foundation partners
- Direct and lead annual giving campaigns for the Business for the Arts Awards luncheon and Colorado Gives Day, as well as other individual giving strategies
- Lead special event table and ticket sales, including prospecting and solicitation
- Assist with other revenue generating priorities, such as selling ads and scholarship fundraising

- Identify CBCA growth opportunities and strategic partnerships with reciprocal members and others
- Be present in the community, network and attend appropriate business, arts and civic events on behalf of CBCA

Membership

- Actively cultivate, promote and sell CBCA membership, identify and build prospect pipeline
- Develop and manage membership recruitment, retention and renewal strategies
- Supervise membership communication and the work of the Membership & Development Coordinator
- Build strong relationships and manage member relations, as well as assess ongoing member satisfaction and feedback
- Oversee delivery of and increase engagement in member and Patron member benefits

Marketing & Communications

- Lead development of annual marketing and communications plan
- Manage CBCA's media relations and oversee media trade partner relationships and deliverables
- Lead the development of CBCA's annual report

Board of Directors

- Work with CBCA's Board of Directors to coordinate Board fundraising efforts
- Coordinate annual Individual Engagement Plan (IEP) development for all Board members in conjunction with Executive Director; work with Membership & Development Coordinator on tracking Board pledges and commitments
- Manage Development Committee
- Support CBCA's strategic plan goals and objectives

Administrative

- Supervision, delegation, collaboration and coaching of Membership & Development Coordinator
- Supervise database maintenance of membership and donation records
- Oversee invoicing and collections with Membership & Development Coordinator for membership and contributed revenue

REQUIREMENTS & QUALIFICATIONS

- Experience in membership, fundraising and/or development roles
- Experience with securing sponsors and donor stewardship
- Established network across a range of business, industries and other communities
- Ability to prioritize and meet multiple deadlines
- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Must have a customer service orientation and professional demeanor

- Can be successful working in a small team culture, remotely, independently and collaboratively
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint and Excel)
- Platforms used by CBCA include, but are not limited to: Salesforce, Blackthorn, QuickBooks Online, WordPress, MailChimp, MightyCause (ColoradoGives), and Soapbox. Experience with these or similar platforms preferred
- Experience working in a nonprofit sector and/or arts, culture and creative fields, a plus

This is a full-time, exempt salaried position plus benefits. Salary range is \$70,000 - \$85,000 annually depending on experience.

Flexible work environment, including working remotely and in-office, and attending in-person programs and events. Ability to work some evenings and weekends for certain programs and events.

CBCA is an equal opportunity employer committed to diversity, equity, inclusion and accessibility. For more information about CBCA's mission, vision, values and Inclusivity Statement visit: <https://cbca.org/about-cbca/>

To apply, please send a Cover Letter and Résumé to main@cbca.org by end-of-day September 11, 2026. Include "Advancement & External Relations Manager" in the subject line of the email. No phone calls, please.