



Job Title	Development Director
FLSA Classification	Exempt
Employment Status	Regular, Full Time
Wage Range	\$65,000-75,000
Work Hours	40 hours per week; days and schedules may vary due to events, outreach and speaking engagements.
Supervisor	Executive Director
Office Location	Loveland, CO
Summary	<p>The Development Director is responsible for leading the creation, execution and evaluation of Project Self-Sufficiency’s resource development plan. In partnership with the Executive Director, the Development Director will identify prospective supporters, build and cultivate relationships, lead special event efforts and lead requests related to individuals, major gifts, annual fund drives, corporate partnerships and sponsorships and individual and community support.</p> <p>This new role will bring strategy and experience to the buildout and formalization of a comprehensive development program that stewards and retains existing supporters, and increases overall support for a well-established grassroots nonprofit with an excellent reputation in the community.</p> <p>This position is part of the organization’s Leadership Team and reports to the Executive Director.</p>
Essential Functions and Duties	<p>Development Plan</p> <ul style="list-style-type: none"> ➤ Develop and implement annual Development Plan in collaboration with the Executive Director, support staff, Donor Relations Committee (DRC) and Board of Directors. <ul style="list-style-type: none"> ○ Coordinate activities with responsible parties. ○ Train staff and Board on roles/responsibilities in plan execution. <p>Donor Relations & Stewardship</p> <ul style="list-style-type: none"> ➤ Work with Executive Director and support staff to formalize and execute donor stewardship plans. <ul style="list-style-type: none"> ○ Cultivate and steward key donors and groups using database queries and trend analysis, in order to plan and schedule specific activities ○ Define strategy and messaging, and coordinate segmented activities and communications specific to donors’ giving levels (societies) and program affinity, i.e. cars, scholarships, childcare, housing, mental health, Cool Kids, etc. ○ Work with Associate Director to utilize donor database and reports for tracking, donor analysis and segmentation. Track fundraising-related metrics according to established objectives. Prepare donor reports as needed for Executive Director or Executive Director’s designees. ○ Provide research support necessary to solicit and qualify prospects. ○ Track and utilize key metrics related to success including retention, society membership, etc. ➤ Create and oversee donor portfolios; work with Executive Director to develop strategies and plans to engage and cultivate donors. Keep accurate records of all interactions in Salesforce database. ➤ Plan and execute annual Donor and Volunteer Appreciation Event. ➤ Participate in continuing education and networking opportunities to stay abreast of local and national trends and resources related to best practices in donor cultivation and stewardship. <p>Fundraising Campaign Execution</p> <ul style="list-style-type: none"> ➤ Manage annual fundraising calendar and campaigns in collaboration with responsible parties, including organizational and program-specific development, i.e., <ul style="list-style-type: none"> ○ Right Size Giving Business Sponsorships; ○ Direct mail campaigns; ○ Colorado Gives Day; ○ Annual Fundraising event(s);

	<ul style="list-style-type: none"> ○ Third-party fundraising events; ○ Peer-to-peer fundraising; ○ Targeted program appeals – such as Childcare, Housing, Cars for Families, Holiday Family Sponsorships, Scholarships, etc.; ○ Endowment Fund; ○ Planned Giving. <p>➤ Track and evaluate effectiveness of strategies, campaigns, and overall results using key metrics.</p> <p>Communications, Marketing, Outreach & Messaging</p> <ul style="list-style-type: none"> ➤ Collaborate with Executive Director to identify external marketing and communications priorities, and develop and implement strategies to address them. ➤ Develop compelling impact stories for multiple uses and different donor segments. ➤ May serve as spokesperson for the organization at events, invited speaking engagements and/or in the absence of the Executive Director. <p>Management & Leadership</p> <ul style="list-style-type: none"> ➤ As Director, serve on organizational Leadership Team. ➤ Develop and manage annual fundraising budgets. ➤ Utilize and supervise fundraising and event contractors, interns and volunteers, as needed, to accomplish key functions and duties. ➤ Longer term, this position will add staff to key roles to advance overall development program objectives. <p>Board of Directors Interface</p> <ul style="list-style-type: none"> ➤ Works collaboratively with Board Members to bring financial and in-kind resources needed for the full execution of Project Self-Sufficiency’s mission. ➤ Provide staff leadership to the Board of Directors Donor Relations Committee (DRC) including preparing for and attending meetings; taking meeting minutes; and collaborating with DRC Chair on execution of action items. ➤ Participation in monthly Board Meetings and on specific committees. <p>Other duties, as assigned</p>
Knowledge and Skills	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> ● Support and belief in Project Self-Sufficiency’s Mission, Vision, Values and culture. ● Excellent time and project management and organizational skills with ability to effectively and efficiently manage the details, administrative tasks, projects and priorities required by this position. ● Have an aptitude for and ability to effectively utilize technology tools and services that support development program efficiency and accuracy. ● Savvy in developing effective marketing and promotional content for use on platforms such as Constant Contact, Facebook, Instagram, Twitter and LinkedIn. ● Ability to use data analysis in support of development program evaluation, improvement and designing strategies for growth. ● Advanced software skills including proficiency in O365, MS Office: Outlook, Word, Excel, PowerPoint, Salesforce database, and third-party fundraising platforms. ● Excellent verbal, written communication and presentation skills: in person, online and phone. ● Driven to interface with donors, vendors, and the community to promote the organization’s mission through outreach, events, and presentations. ● High level of professional integrity including compliance with Association of Fundraising Professionals Code of Ethics and donor confidentiality. ● Ability to work evenings and weekends, as needed. ● Driver’s license and ability to travel frequently to various meeting and event locations.
Education and Experience	<ul style="list-style-type: none"> ● Bachelor’s degree in nonprofit management, business administration, or marketing is preferred. ● Minimum five years in fundraising or development role with supervisory responsibilities. ● Demonstrated success in planning and executing fundraising campaigns and managing a portfolio of donors from multiple channels.

Physical Requirements and Working Conditions	<ul style="list-style-type: none"> • Ability to use computers and look at monitors for up to 8 hours per day. • Ability to stoop, kneel, reach, and bend at the waist. • Ability to sit or stand for up to 10 hours per day. • Ability to use hands and fingers and have good manual dexterity for the use of common office equipment such as computer terminals and copiers/ printers. • Ability to hear, see and speak within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents. • Ability to communicate orally with volunteers, customers, vendors, management, and co-workers. • Ability access transportation for local travel to various locations • Ability to lift 50 lbs. for event and office supply movement and transport.
Additional Information	Benefits package includes 401(K) with match, health, dental and vision insurance, Life and Disability Insurance, pro-rated PTO and 10 paid holidays per year.

For more details on Project Self-Sufficiency, please go to www.bringthepower.org

Project Self-Sufficiency does not discriminate on the basis of race including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps. Project Self-Sufficiency also does not discriminate on the basis of, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, military or veteran status, age, physical or other disabilities, or any other characteristics protected under federal, state, or local law.