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| Job Title | Development Director |
| FLSA Classification | Exempt |
| Employment Status | Regular, Full Time |
| Wage Range | \$62,264 - \$98,417 |
| Work Hours | 40 hours per week; days and schedules may vary due to events, outreach and speaking engagements. |
| Supervisor | Chief Executive Officer |
| Office Location | Loveland, Colorado |
| Summary | The Development Director is responsible for leading and executing a comprehensive fundraising strategy to support the mission of Project Self-Sufficiency. This role requires a dynamic and strategic leader who can cultivate relationships with donors, oversee fundraising initiatives, and develop long-term financial sustainability strategies. As part of the Senior Leadership Team, the Development Director works closely with the CEO and Board of Directors to drive philanthropic support. |
| Essential Functions and Duties | <p>Fundraising & Development Strategy</p> <ul style="list-style-type: none"> • Develop and implement comprehensive resource development plan, including major gifts, corporate partnerships, annual giving, and special events. • Set and achieve revenue targets in alignment with organizational goals. • Monitor and analyze fundraising trends to refine strategies to maximize impact. <p>Donor Relations & Stewardship</p> <ul style="list-style-type: none"> • Cultivate, solicit, and steward relationships with individual donors, foundations, and corporate partners. • Develop compelling donor engagement and recognition strategies. • Oversee donor database management, ensuring accurate tracking of donor interactions and contributions. • Create and oversee donor portfolios and track and analyze segmentation. <p>Event & Campaign Leadership</p> <ul style="list-style-type: none"> • Plan and execute fundraising events and campaigns, ensuring alignment with donor engagement strategies. • Develop and manage sponsorship opportunities for events and programs. <p>Leadership & Team Management</p> <ul style="list-style-type: none"> • Supervise development staff and volunteers, fostering a culture of collaboration and accountability. • Work closely with the Chief Executive Officer and Board of Directors on fundraising strategies and donor cultivation efforts. • Provide training and support to board members and staff involved in fundraising activities. <p>Financial & Strategic Planning</p> <ul style="list-style-type: none"> • Prepare and manage the development budget, ensuring financial sustainability and resource allocation. • Provide regular reports on fundraising performance and donor engagement metrics. • Collaborate with marketing and communications teams to develop fundraising materials and campaigns. |

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| | <p>Marketing and Communications</p> <ul style="list-style-type: none"> • Define strategy and messaging, and coordinate segmented activities and communications specific to donors' giving levels (societies) and program affinity, i.e., scholarships, childcare, housing, mental health, etc. • Track and evaluate effectiveness of strategies, campaigns, and overall results using key metrics <p>Marketing & Communications Oversight</p> <ul style="list-style-type: none"> • Ensure all fundraising and donor communications align with organizational branding and messaging. • Supervise the communications team to develop compelling content for campaigns, newsletters, social media, and press releases. • Participate in storytelling efforts to effectively communicate impact to donors and stakeholders. <p>Other duties as assigned</p> |
| <p>Core Competencies</p> | <ul style="list-style-type: none"> • Plans and Executes • Innovative • Strategic Mindset • Builds Networks |
| <p>Knowledge and Skills</p> | <ul style="list-style-type: none"> • Passion for Project Self-Sufficiency's Mission, Vision, Values, and culture • Strong networking and influencing skills • Excellent time and project management and organizational skills with ability to effectively and efficiently manage the details, administrative tasks, projects, and priorities required • Ability to use data analysis in support of development program evaluation, improvement, and designing strategies for growth • 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 AFP Code of Ethics • Exceptional skills in Excel and the entire Microsoft Suite, Third Party Platforms, Salesforce preferred. |
| <p>Education and Experience</p> | <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 donor portfolios. • Demonstrated track record of securing major gift at \$10,000 and up • Event planning and coordination experience • Prior experience in leadership role |
| <p>Physical Requirements/Working Conditions</p> | <ul style="list-style-type: none"> • Ability to travel frequently to various meetings and event locations • Ability to lift 50 lbs. for event and office supply movement and transport |

This job description reflects the general level of knowledge, skills, abilities, physical requirements and essential job functions and responsibilities expected of an incumbent and it is not designed to contain an exhaustive list of activities, duties, or responsibilities that an incumbent may be assigned. Reasonable accommodations may be provided to qualified individuals with disabilities, in accordance with the ADA Amendment Act of 2008 (ADAAA).