



Position Title: Director of Development

Reports to: President and Chief Executive Officer

FLSA Status: Exempt

Pay Range: \$70,000 – \$96,000 commensurate with experience

Contributor Level: Management

General Purpose:

The Director of Development is responsible for providing leadership, strategic direction and management of individual, institutional & government grant funding, and corporate giving. Also oversees corporate and individual volunteer programs, and marketing and communications at Florence Crittenton Services. Individual giving program elements include annual giving, special events, planned giving, major gifts, and high impact volunteerism. The Director of Development reports to the President and Chief Executive Officer.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works with the Board of Directors, Leadership Team, and key staff to develop strategies, manage relationships, and cultivate and steward major gifts.
- Drives external communication efforts that further development, public policy and marketing and communication priorities of the agency.
- Participates with the Board of Directors, President and CEO, and other staff to establish Florence Crittenton Services' strategic plans and organizational priorities.
- Implements strategic plans, goals and operating priorities for individual giving, institutional & government grants and special events, working with the Board of Directors, President and CEO, and other staff and volunteers.
- Manages activities to achieve goals by selecting, motivating, and inspiring staff and volunteers.
- Measures and reports goal achievement, evaluates results, and revises strategies as necessary.
- Leads the effort to solicit major gifts and grow Florence Crittenton Services' base of major donors.
- Manages relationships with individual and prospective donors, monitors contacts, and cultivates strategies to ensure positive and purposeful prospect and donor relations.
- Oversees and supports all aspects of the agency's institutional & government grants management, including prospect research, narrative creation, proposal writing, submissions, acknowledgements, and reporting.
- Works with Special Events & Volunteer Coordinator or Manager to design and implement special events that will introduce and cultivate individual and corporate donors to the organization.

- Works collaboratively and strategically to support the Board of Directors, the President and CEO, and other staff and volunteers to cultivate and solicit donors for specific organizational priorities. Leads and directs special campaigns.
- Works with the Development Assistant and the accounting staff to coordinate the flow of information, and develops necessary tracking, reporting, and reconciliation policies and procedures.
- Plans and implements planned giving activities in partnership with the Board of Directors, donors, and appropriate volunteers, to solicit and manage planned gifts to Florence Crittenton Services
- Develops and monitors budgets and manages resources to support achieving fundraising goals.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

Supervisory duties:

- Directly manages the Special Events and Volunteer Coordinator or Manager, the Marketing Coordinator, the Development Associate or Development Officer, the Development Assistant, and Grant Writer in accordance with Florence Crittenton Services' policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work including goal and direction setting, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Excellent written and verbal communication skills, interpersonal skills, and presentation skills.
- Creative ability with excellent judgment and integrity.
- Knowledge of ethical practices in cultivation and solicitation management.
- Solid knowledge of fundraising practices and techniques.
- Ability to self-start and with a results-oriented focus.
- Strong ability to collaborate as part of a team.
- Strong ability to manage time and multiple tasks effectively.
- Proficient computer skills including knowledge of Raisers Edge database or comparable program.

Education:

- Bachelors Degree in non-profit management, business, humanities or equivalent experience

Experience:

- Five or more years of successful experience in major gift fundraising, including grant management.
- Demonstrated track record of building donor relationships and closing significant five-figure and six-figure gifts.
- Demonstrated experience cultivating and stewarding relationships with individual major donors.
- Demonstrated experience in establishing and managing effective and efficient operational systems required for planning, execution, and evaluation of individual giving programs.
- Design and implementation of effective communication outreach and marketing strategy plans.
- Experience in managing and developing high performance teams.
- Nonprofit experience.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Additional Requirements/Licenses/Certifications:

- As required by the Denver Public Health Order, all Florence Crittenton Services employees must be fully vaccinated against COVID-19 and are required to provide valid proof of vaccination.
- Must have reliable transportation.
- Must have a valid driver's license.
- Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an indoor professional office environment.
- Attendance of meetings of the Board of Directors, Board Development Committee and provide leadership to help Board committees fulfill their responsibilities is expected.
- Work may involve additional hours during the evenings or on the weekends.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is largely a sedentary role; however, some filing is required; it would require the ability to reach for and lift files, open filing cabinets and bend or stand on a stool as necessary.
- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Light physical effort may be required by moving and positioning objects up to 25 pounds occasionally and / or 10 pounds frequently.

Compensation

- Salary Range is \$70,000 – \$96,000 commensurate with experience

Benefits

- A generous benefits package includes paid time off, paid holidays, health, dental, and vision insurance, a 401(k) Retirement plan, employer paid Life, AD&D, STD, and LTD insurance, and EAP

Florence Crittenton Services is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.