



Director of Development Job Description

GENERAL PURPOSE: The purpose of this position is to increase revenue, expand our support base, and diversify sustainable funding streams, while advancing the organization's mission. The Director manages department leaders in establishing fundraising and campaign plans, maintaining supporter relationships and securing new ones.

PRIMARY RESPONSIBILITIES

The position's overall responsibility is to develop and execute a fundraising strategy that meets the needs of the organization's budget and is aligned with the Strategic Plan. This is a full-time position overseeing a team. Reports to the CEO/Executive Director.

The position will work collaboratively throughout the organization, including:

- CEO to identify new strategies to diversify sustainable funding sources, while cultivating current donors and other stakeholders;
- With Board of Director Committees and executive team to develop fundraising and engagement campaigns or events to support donor cultivation, large gifts, and organizational exposure;
- Finance Director to support the development of multi-year revenue projections, annual budget, and monthly financial statements, which accurately reflect the financial condition of the organization;
- Senior Programming to gain deep knowledge of our programming & impact, gauge gap and opportunities needs and align large partner funding opportunities to support them;
- Board of Directors to brainstorm ideas about how to increase fundraising, including asking for prospect introductions, supporting events and leveraging industry relationships.

Under general supervision, duties include, but are not limited to:

Leadership & Management

- Oversee Development department, and interdepartmental meetings to set goals, plan milestones, and define success metrics for all fundraising activities.
- Support Development staff by providing tools needed to work efficiently and effectively, with weekly one-on-one check-ins.
- Implement organizational policies at a department-level.
- Conduct formal six-month and annual evaluations of Development staff.
- Identify and implement third-party platforms to streamline workflow.
- Oversee administration and maintenance of donor databases.

- Provide a team with professional development opportunities to advance their knowledge in their areas of responsibility, as well as growth within the organization.
- Provide budget oversight and direction for fundraising initiatives.

Growth

- Identify and foster relationships with like-minded foundations and corporations to engage in long term financial partnerships to support our programming.
- Develop a capital campaign including assembling a committee, conducting a feasibility study, prospect screening, setting a goal and implementing a plan.
- Create a strategy for Marketing to reach new, (geographic, demographic) individual donors
- Build a corporate sponsorship model that is based on programming and impact in order to diversify from an exclusive events model.
- Identify the type of experiences supporters and potential supporters want to have with the organization and create campaigns, activities and events to foster them. Prospect new grant opportunities from foundations, as well as through local, state and federal agencies.
- Increase diversity in donors, sponsors and individual gifts

Retention

- Maintain a portfolio at any given time of 30 nonprofit organizations, family foundations, and major donors making direct, face-to-face solicitations.
- Support the CEO and Donor Relations Manager in cultivating individual donors. Methods may include but are not limited to regular correspondence, phone communication, personal invitations, regular and special site tours, donor appreciation events, and face-to-face meetings.
- Create reports post-event to analyze data and determine the marketing effectiveness for fundraising campaigns.
- Develop and oversee strategy for bi-annual donor impact reports.

Marketing & Communications

- Champion for the organization at events, with the press and with partners.
- Collaboratively develop a Marketing and Communications strategy, oversee the implementation by Development Team, and analyze outcomes for campaign effectiveness.
 - social media, events, public relations, digital communications, fundraising campaigns
- Oversee generation of annual report.
- Support strategy to maintain accurate and timely content on the “I Have A Dream” website.
- Oversee implementation of fundraising events managed by Donor Relations Manager and Marketing Manager.

QUALIFICATIONS

Education

Bachelor’s degree required, preferably in nonprofit management, business management, marketing, or fundraising.

Experience

- Minimum seven years’ experience in successful nonprofit development/fundraising, or a related field (e.g., business sales/public relations).

- Minimum five years of supervisory experience.
- Minimum five years' experience in a high-level position soliciting individuals and corporations at the major and special gifts level.
- Proven experience cultivating gifts at a variety of levels, including multi-year commitments

Knowledge Skills and Abilities

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Demonstrated knowledge and/or experience with research tools, fundraising platforms, CRM, ... in a nonprofit organization.
- Exceptional organizational, problem-solving, and analytical skills; able to manage multiple priorities.
- Genuine interest in the mission of "I Have a Dream" Foundation.
- A commitment to maintain confidentiality where appropriate.
- Ability to inclusively collaborate with executive staff, board of directors, department heads and all staff.
- Entrepreneurial approach that cultivates innovation and inspiration in others

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

Strong problem-solving, analytical, and cognitive skills. Position is primarily sedentary, but must be able to stand, walk, talk, read, and communicate effectively.

COMPENSATION:

- Competitive salary, commensurate with experience
- Employer pays 75% of employee premium for medical and dental insurance
- Employer paid life and short-term disability insurance
- Flexible Spending Benefit Plan
- 403b retirement plan (employer contributes 3% of annual salary)
- 15 days of accrued vacation, 10 days of sick and 11 holidays

HOW TO APPLY:

Submit cover letter, resume, and any supporting documents to the I Have a Dream Boulder Human Resources Department at hr@ihaveadreamboulder.org or to the CEO/Executive Director, Dr. Perla Delgado at perla.delgado@ihaveadreamboulder.org

Equal Employment Opportunity/Unlawful Harassment

The "I Have a Dream Foundation" (IHDF) organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender, gender identity, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.