



## ***Director of Development Job Posting***

Are you ready to apply your fundraising experience in the role of Director of Development with a creative and innovative nonprofit that supports local community members who find themselves in a time of need? Are you looking to grow, learn, have fun and make a significant impact?

If you are interested in applying for this job, please email your resume, a cover letter and references to [JobPostings@Tri-LakesCares.org](mailto:JobPostings@Tri-LakesCares.org) and please be sure to put "Director of Development" in the subject line.

**Job Title:** Director of Development

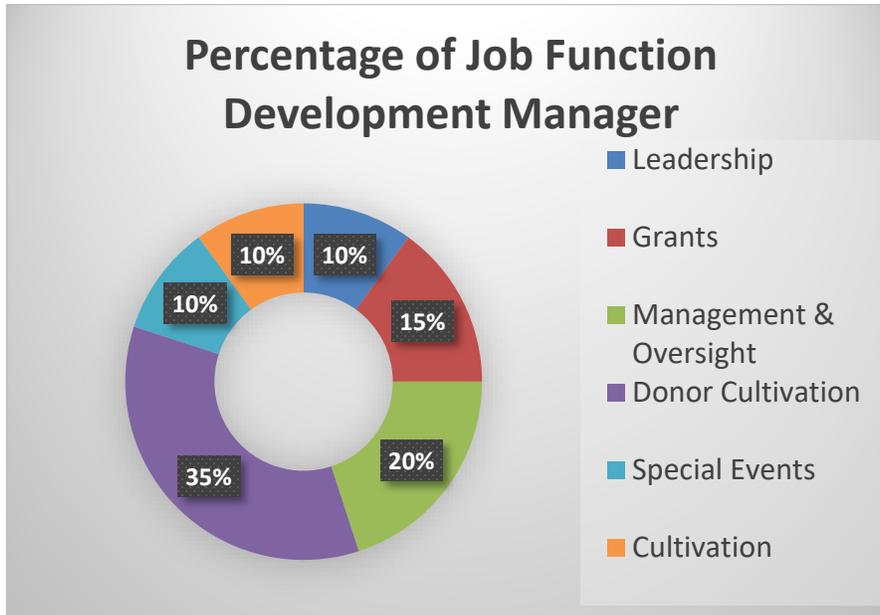
**Hours:** Full-Time exempt position

**Hiring Process & Timeframe:**

- We will review applications on a rolling basis until the position is filled
- We will contact those applicants in whom we are interested and invite them to a 30 minute interview
- Finalists will be invited to a second round of interviews and we will make an offer shortly thereafter
- We are looking for someone to start right away but we will work with the candidate to allow them to give respectful notice to their current employer

**Summary of Function:** Responsible for overseeing development staff and all development efforts for the organization including but not limited to direct mailing appeals, online giving, grant proposals, capital campaigns, special events, sponsorships, point of entry, cultivation and ask events. Responsible for growing the base of individual, business, and foundation contributors as well as ensuring accurate up to date information in our donor data base.

## Essential Job Functions



### **10% Leadership**

Collaborates with leadership staff to:

- Meet strategic goals of TLC
- Handle HR related concerns
- Create department plans
- Plan for future needs

### **20% Management / Oversight**

- Provide leadership to, and supervise, a team of development professionals, including but not limited to recruiting, training, motivating, and mentoring/coaching
- Establish Development team budget, projecting all income and expenses related to the development department, ensuring financial accountability, stewardship as well as ensuring that we meet or exceed all budgeted revenue goals
- Create overall revenue projections for the whole organization budget and work with other staff to ensure that any other budgeted revenue is in line with development department projections for the organization
- Create annual development plans, budgets, team performance goals, track progress and report results, regularly evaluate effectiveness of plans and targets and make modifications as needed
- Create or oversee creation of organization collateral such as agency brochure, donation receipts and annual report

### **35% Donor Cultivation**

- Direct and supervise activities of the Development Department, including:
  - Individual donors

- Preparation of annual appeal mailings (currently 3 – (a) Year end appeal; (b) Lapsed donor appeal; (c) Summer appeal) to include letter, reply device and segmented mail lists
- Corporate donors
  - Lead efforts to strategically identify and grow corporate partnerships
- Sponsorships
  - Work with other Development staff to develop sponsorship packages for corporate donors for events or other sponsorship opportunities
- Campaigns
  - Responsible for maintaining, promoting and soliciting for the Empty Stocking Fund, Colorado Gives Day, and the Give! Campaign, to include but not limited to application, reporting, donor communications, attendance at required meetings and trainings
- Stewardship of donors, creating collateral and/or monthly contact with various types of donors
  - New donors
  - Monthly, recurring donors
  - Lapsed donors
  - Large donors
- Collaborate with other staff for in-kind gift solicitation
- Cultivate key relationships and strengthen them through strategic stewardship calls, tours, and other engagement opportunities
- Guides the Development Committee to ensure a balanced mix of fundraising activities to meet the fundraising goals of TLC and to engage donors in the mission of TLC
- Find and create new ways to meet funding needs in a changing environment by creating and implementing creative and new approaches to fundraising challenges

### **10% Special Events**

- Oversees the special events managed by the Development Specialist
- Responsible for obtaining sponsorships for A Taste of Tri-Lakes Cares, TLC's signature fundraising event
- Engages donors to ensure attendance at both internal and external events

### **10% Communications**

- Ensure excellent stewardship for all donors with timely response to acknowledgements, questions, concerns, etc.
- Coordinate communication efforts with funders, donors, community partners, etc. through all means of communications and works in close conjunction with the Development Specialist to ensure cohesive communications

## **15% Grants**

- Review all proposals, applications, and documentation prior to submittal to funders
- Collaborate with Development Associate(s) and program staff to ensure reporting requirements are met, i.e. appropriate documents are collected per each funders requirements
- Ensure that grant spend-downs are tracked in a timely fashion
- Oversee the development of the annual grant calendar and budget, working with the Grants Manager

## **Other Duties**

- Serves on internal committees when needed
- Submit monthly counts and reports to appropriate staff for inclusion in the board reports, grant reports and others
- Operate within the department budget, submit invoices for payments in a timely manner and document and submit all products/services to be booked for in-kind purposes
- Ensure proper and ongoing training and continuing education of Development Department employees
- Drafts and preforms yearly evaluations for the Development staff in a timely manner
- Present to various organizations and groups about Tri-Lakes Cares and attend award ceremonies in which grants are dispersed or checks are presented
- Give tours of TLC during site visits
- Fills in for Executive Director or fellow team members as needed
- Institute and communicate constructive policies and procedures

## **Position May Include the following**

- Other duties assigned by the Executive Director
- Attendance at development related seminars and info sessions
- Work at special events – 25-35 a year
- Work at night or on weekends -15-25 a year

## **Compensation and Benefits:**

**Typical Hours of Work:** This is an exempt position usually works 50 hours per week. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked.

**Health Insurance:** Offered to employees who are full-time

**Pay Range:** Depending on experience \$48,000 - \$59,000

**Paid Holidays:** Eight paid holidays per year

**PTO Accrual:** Based on years employed and hours worked, see chart below

Years of Employment	Accrual Per Hour Worked	PTO Days if Working Full-Time (40 Hours/Week)
Hire Date through the first year of service	.04	10
First anniversary date through year three of service	.06	15
Fourth anniversary date through year six of service	.08	20
Seventh anniversary date and above	.10	25



**Our culture, values and what makes us awesome:** Dog friendly environment (on days when we are not open for walk-in client services), the ability to have a fairly flexible work schedule to promote a work-life balance, easy going and family friendly. You need to have a desire to help others, we welcome and encourage energetic conversations across diverse perspectives and challenge each other respectfully. We take time to get to know each other as individuals and support each other to learn and grow. We have a good sense of humor and find fun and joy in our work, we do very serious work, but we don't take ourselves too seriously!

We are thoughtful about our privileges and how they affect our interactions with others and we actively listen and are open to feedback and improvement. We are not afraid to change course as more information becomes available, we are not afraid to have courageous, sometimes even painful conversations that may lead to the positive transformation of our organization and we recognize our role in supporting the organization and others. We operate in a DFZ (Drama-Free Zone), we work as a team and all play a part in the success of our organization. We have Director of Development Updated 1.7.2022

a very supportive and empowering board of directors and we promote a professional and respectful environment among our team members with opportunities to receive trainings and attend events that would increase knowledge and professional standards.

**Essential Requirements and Responsibilities:**

- A great sense of humor!!!
- Commitment to our mission and values of teamwork, integrity, transparency, compassion, inspiration and inclusiveness
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people and organizations
- Impeccable written and oral communication skills
- Love of continuous learning

**Knowledge, Abilities and Skills**

- Previous fundraising experience
- Proven successful track record for revenue generation
- Knowledge of budgeting, finances and nonprofit financial documents
- Knowledge of all Tri-Lakes Cares Programs
- Ability to respond appropriately to sudden needs and unexpected emergencies
- Ability to relate to clients and their needs
- Written and oral communication skills to work with all publics and organizational skills to coordinate workload
- Computer skills and knowledge of Microsoft Office and internet
- Ability to lead volunteers
- Computer skills, Internet skills and knowledge of Microsoft Office Suite



### **Preferred Qualifications**

- Minimum high school diploma, college degree preferred
- Experience working with a nonprofit organization in a fundraising capacity
- Experience in managing departmental finances
- Professional appearance
- Desire to “give back” to the community
- Flexible schedule
- Experience supervising direct reports
- Ability to speak and understand Spanish at a conversational level

### **Organizational Relationships**

- Part of the Leadership Team of the organization
- Reports to: Executive Director of Tri-Lakes Cares
- Direct reports – Grants Manager, Administrative Assistant, Data Specialist and Development Specialist

### **Physical Demands**

The work is mostly sedentary with periods of light physical activity. This typical position requires the worker to sit for long periods with occasional walking, lift and carry up to 50 pounds, climb stairs, bend, reach, hold, grasp and turn objects, and use fingers to operate computer keyboards or other mechanical devices. The work requires the ability to speak normally and to use normal or aided vision and hearing.

### **FLSA Status**

Exempt

*TLC is dedicated to the principles of equal employment opportunity. Tri-Lakes Cares does not discriminate in any aspect of our mission on the basis of race, religion, color, gender, age 40 and over, national origin, ancestry, disability, sexual orientation, gender expression, family composition, veteran status, or any other category protected under local, state, or federal law. This protection applies to employees, volunteers, donors, clients, vendors, and anyone else with whom we interact in the course of carrying out our mission.*