

Hope Communities, Incorporated

Job Description

Job Title: Director of Development
Reports To: President and CEO
FLSA Status: Exempt

POSITION SUMMARY

The Director is part of a talented, diverse leadership [team](#) that helps to support a vibrant and [impactful](#) program of work for vulnerable families across the Denver Metro Region. The organization, which has seen an increase in numbers served year after year, provides affordable housing, deep wrap-around services, resource navigation, youth resiliency programs, and basic needs. The Director plays a key role in supporting families in need and increasing access to economic opportunity. This position is site-based at the corporate office in Five Points.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads fundraising efforts to secure money to supplement an approximate \$1.6 million program budget. While growing, the development function (Director and Specialist) raises approximately 60% of that amount at this time. The development team secures funding through grants (foundation, corporate, government, and faith-based), fundraising events, and individual donations. In addition to cash contributions, the Director facilitates donations of in-kind gifts of goods and services. To that end, the Director supervises the small volunteer function.
- Engages with key staff to develop a strategy and calendar for grant submissions and to ensure accurate program scope, budgeting, and reporting for grants. Works with the President and CEO and program staff to compile and include outcome data in grant reports.
- Takes the lead in designing and implementing one signature fundraising event annually. Corporate sponsorship is a key factor in the success of that event, as well as providing more direct support for specific programs across the organization. Works in tandem with the Development Specialist and board for a few small friend-raising and fundraising activities, identified as secondary events.
- Cultivate relationships with donors and funders. Revenues from individual donors should increase by a minimum of 20% per year.
- Research individual donors who might have an interest in supporting the mission and values of Hope Communities.
- Works closely with the board's development committee to support fundraising and community engagement.
- Defines and executes a donor stewardship plan, in coordination with the CEO, the Development Specialist, and the Director of Community Impact.
- Works with staff to identify needs relative to volunteer service and donated goods to support the mission.
- Develops key messaging for use by the board to support community awareness and fundraising.

OTHER DUTIES AND RESPONSIBILITIES

- Works cooperatively and collaboratively with management and other staff.
- Supports communication and marketing efforts, along with other members of the team.
- Works with the CEO to create development reports to present to the board on a regular basis.
- Occasionally represents Hope Communities within the larger community.
- Demonstrates the core values of the organization in all that is required in the position.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Director supervises the Development Specialist.

QUALIFICATIONS

To be successful, 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.

- Ability to write professionally and persuasively, and to articulate the mission and vision of Hope Communities to a diverse constituency.

- Experience with a broad array of communications mediums, including print, graphic, social media, and web-based communications.
- A minimum of five years of proven development experience, including explicit work history with individual giving, corporate engagement, event management, and grant writing.
- Experience with fundraising databases and Microsoft Office software required. Experience managing the website content (development and placement) preferred. Experience with Donor Perfect and Adobe design software is highly preferred.
- Knowledge of foundations and funders throughout the State of Colorado is highly preferred.
- Ability to work effectively with foundations, funding organizations, businesses, volunteers, and staff.
- Commitment to racial equity and inclusionary practices.
- Possesses a valid Colorado driver's license; has a reliable and consistently available vehicle; and is able to regularly travel throughout the properties by way of interstate highways and primary and secondary roads in the Denver metro area.
- Ability to work in an environment of innovation and growth. As Hope is in a growth mode, successful candidates will be comfortable with the responsibility to design and grow department systems, protocols, schedules, and templates.

EDUCATION AND EXPERIENCE

A Bachelor's degree with at least five years of direct development experience (grants, individual donors, events) and an understanding of the nonprofit sector are required. Some experience with government, corporate, and faith-based funding streams is a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to management, public groups, and/or boards of directors.

OTHER

- Competency with equipment to include, but not limited to computer, fax machine, calculator, copier, scanner, and telephone system.
- Access: Stairs or ramp access throughout; elevator in two buildings.
- Travel: Minimal travel within the Denver metro area.

COMPENSATION AND BENEFITS

Salary Range: \$90,000 - \$105,000

Hope offers fully paid health insurance and a monthly stipend for a family health insurance plan. The organization also offers paid dental, life, short-term, and long-term disability plans; a monthly phone stipend, and a 4% match for contributions made to the 403B retirement account. Employees receive accrued vacation and sick time, thirteen holidays (including 3 flexible leave days), and eight hours of paid volunteer time annually.

APPLYING

Interested applicants should send a cover letter and resume to resumes@hopecommunities.org, marking the subject line of the email as: Director of Development position. Please email questions about the job to the same email and we will reach back out to you.