

Northwest Colorado Health Director of Development

General Statement of Duties:

This position is responsible for designing, implementing, and overseeing a comprehensive fundraising strategy to advance the mission and vision of the organization. This role requires oversight of donor relationships, grant development, and fundraising while driving organizational health through diversified funding streams.

Supervision Received:

Reports to the Chief Marketing and Development Officer.

Supervision Exercised:

Grant Program Manager.

Essential Functions:

1. Responsible for the overall coordination of donor relations and development programming.
 - Lead and oversee all donor tracking, recognition and donation processing.
 - Provide strategic oversight of donor database management, ensuring accuracy, segmentation, and optimization for targeted communications and reporting.
 - Creates and coordinates programs to ensure sustainable growth in individual, corporate, and foundation giving.
 - Responsible for preparation and production of all promotional mailings, printed pieces, and web communications, as related to fundraising.
 - Develops and implements stewardship strategies that strengthen long-term relationships with donors
 - Oversee the creation and execution of donor cultivation plans, ensuring alignment with organizational priorities and goals.
 - Coordinates, plans, and executes donor events.

2. Responsible for oversight and outcomes of grant management program.
 - Drive the organization's grants strategy by identifying funding opportunities aligned with organizational priorities and ensuring robust cultivation of relationships with grant-making entities.
 - Collaborate with the leadership team to identify and prioritize funding needs, ensuring grant proposals and applications align with strategic goals.
 - Serves as the point of contact for finance staff to assist with grant expense monitoring and tracking.
 - Aligns grant-seeking, planning and application with the strategic priorities of the agency, while ensuring accuracy and high-quality work.
 - Monitor and oversee grant budgets, deliverables, and reporting, ensuring compliance and effectiveness.

3. Serves as key leader, team member and collaborator.
 - Work closely with the Marketing and Communications team to align fundraising efforts with the organization's brand and mission messaging while ensuring innovative approaches to donor engagement and revenue generation.
 - Provide high-level oversight and direction for fundraising events, working closely with internal teams and external partners to ensure success.
 - Actively participate in all agency fundraising and special events.
 - Collaborate with Executive Coordinator to coordinate CEO's donor interactions.
 - Represent the organization at public events, cultivating relationships and partnerships with key stakeholders.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High School Diploma required. Bachelor's degree in non-profit management, business administration, fundraising, marketing or related field preferred.

Experience:

Two years' progressive experience in marketing, fundraising, grant writing and/or program development, five years preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.

Skills:

1. Advanced computer skills.
2. Exceptional communication skills, both written and verbal.
3. Strategic thinking with a focus on measurable outcomes.
4. Strong relationship-building skills.
5. Proficiency in data-driven decision-making.

Knowledge:

1. Knowledge of marketing and fundraising programs.
2. Thorough understanding of philanthropy and foundation environment.
3. Knowledgeable and skilled in community education, public relations, fund development, grant/proposal writing, and communication principles and practices.

Abilities:

1. Must be able to coordinate development needs of the agency.
2. Ability to develop and implement long range plans, business and development plans; and facilitates day to day operations.
4. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
5. Accepts responsibility as an agency team member with agency-wide purview and commitment to effective team functioning and results.

Equipment:

1. Daily use of telephone, copier, and other office equipment.

Working Conditions:

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I
(Print Name)
have received the following job description for my present position.

Signature of Employee: _____

Date: _____