POSITION DESCRIPTION: DEVELOPMENT DIRECTOR
Updated January 2023

Position: Development Director
Reports to: CEO
Location: Denver
Type: Full-time
Pay: $80,000-$90,000 + generous benefits including 401k matching, 100% employer paid health, dental, vision; three weeks paid vacation, holiday pay, and two months paid parental leave
Position Open until Filled

The Colorado Village Collaborative exists to bridge the gap between the streets and stable housing. We create, operate, and advocate for transformational housing communities in partnership with people experiencing homelessness. We currently operate two Tiny Home villages and three Safe Outdoor Spaces for people experiencing homelessness in Denver.

The Colorado Village Collaborative is hiring a Development Director (DD) to advance our mission, vision and strategic priorities. The DD is responsible for the planning and implementing a development and fundraising program to provide for the short and long-term needs of the organization. An individual who will succeed in this position will be an innovative, self-starter who can manage multiple, complex projects and be able to deliver quality results in a fast-paced, team environment. This individual will serve on our leadership team and will advise the CEO and the Board of Directors on major development decisions impacting the organization. Primary roles and responsibilities for this position are outlined below.
Fundraising

- Work closely with the CEO to establish a strategy for building out the philanthropic revenue giving arm to develop a stronger sustainability for the organization.
- Establish fundraising objectives for the organization, setting one year, five year, and longer-term goals.
- Prepare regular monthly reports on progress, budgets, receipts and expenditures related to fundraising and management of fiscal development activities.
- Engage existing donors strategically with goals of increasing giving from small and large dollar donors via a variety of appropriate strategies.
- Cultivate and engage new and potential donors at all giving levels, including high net worth individuals as well as corporate donors.
- Produce relevant and informative fundraising literature for distribution to donors and the public.
- Execute all phases of donor cultivation and stewardship.
- Manage donor mailing lists and database for existing and new donors.
- Develop relationships with local and regional stakeholders to advance the mission and fundraising goals of the organization.

Events, Colorado Gives Day, and Other Campaigns

- Plan and execute a signature CVC fundraising event that raises awareness in the community and draws donations from individuals and businesses on an annual basis.
- Establish an individual donor and fundraising campaign calendar that projects revenues for the year by quarter.
- Manage Colorado Gives Day and Giving Tuesday campaigns.

Grant Writing, Management, and Reporting

- Research potential sources of, and apply for, grants and funding.
- Ensure the organization always has an up-to-date grants calendar, explores new grant opportunities, and submits timely grant applications and reports, as well as responding to relevant RFPs.
● Collaborate with COO and Program Teams to create quantitative and qualitative data reports that can be used for grant application and reporting purposes and strategic organization communications

Tell the CVC story and build the CVC Brand
● Produce an annual report that tells the story of the way in which CVC converts its finances and philanthropic giving into a positive impact for our broader community
● Develop a strategy that helps us tell our story wholeheartedly across a wide range of audiences
● Lead brand management and messaging

Management
● Supervise the Communications and Outreach Coordinator
● In collaboration with Program team develop priorities for community partnerships
● Oversee the coordination of volunteer engagement and in-kind gift donations

Other Responsibilities
● Complete other special duties and tasks as assigned by management.
● We are a small, dynamic team and at times everyone is required to do a bit of everything.
   In this position, you may be asked to take on other responsibilities from time to time

Qualifications and Skills Needed:
● Proven track record of cultivating, soliciting, and stewarding individual major donors
● A proven strategic thinker with experience in creating and monitoring strategic fundraising plans and the tactics to support them
● Skilled at crafting powerful messages via impeccable written or spoken communications
Prior experience providing guidance and training to a board of directors, lead staff, advisory board, or development committee in reaching fundraising goals and objectives

Bachelor's degree in Communications, Nonprofit Management, Marketing, other related field, or other equivalent experience, is preferred

High-level organizational skills with ability to meet timeline

A willingness to engage in continuous learning about anti-oppression and social justice issues

Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued

Ability to work professionally and respectfully with people from diverse backgrounds and skills in a team environment

Passion for advancing solutions to homelessness

How to Apply:
Qualified persons may apply by sending submitting an application on our jobs board at: https://recruiting.paylocity.com/recruiting/jobs/All/c35955cf-4464-422c-902c-3fb599341454/Colorado-Village-Collaborative

Applications will be accepted until the position is filled.

Black, Indigenous, and People of Color (BIPOC), people with disabilities, members of the LGBTQIA+ community, and those with lived experience of housing insecurity or homelessness are encouraged to apply for this role.

CVC is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law.

We will endeavor to make reasonable accommodations for qualified applicants who have disabilities which hinder their ability to complete the application process.