



JOB TITLE: Director of Development

JOB TYPE: Full Time

SALARY RANGE: \$55,000-\$80,000

REPORTS TO: Executive Director

BENEFITS: Paid time off - Sick leave - Health Insurance - Retirement plan – Paid holidays

DIRECTOR OF DEVELOPMENT

Job Description

The Development Director is responsible for driving fundraising results, ensuring that the donor experience of giving to LIFT-UP is satisfying and rewarding and that donor requests are recognized and honored in a timely manner. As a member of LIFT-UP's leadership team, the Development Director will advocate for our work with external stakeholders across the Parachute to Aspen corridor and our region's food security ecosystem to communicate and advance a comprehensive, culturally competent, and regionally responsive approach to addressing food insecurity.

LIFT-UP consistently generates approximately \$2M each year in general support. Along with continuing to secure this ongoing support, the Development Director will also have responsibility for periodic special-purpose fundraising. The position supervises two development team members - a Development Coordinator who manages Little Green Light and a Grant Writer and involves the Executive Director and Development Committee of the Board in development priorities, as appropriate.

Through its recent strategic planning process, LIFT-UP identified the opportunity to streamline and improve operations by acquiring a more centrally located food distribution center. The Development Director will work with the outside development council and the Executive Director to help plan and execute a special-purpose fundraising campaign for that and other future priorities.

To accomplish these ambitious goals, the primary specific function of this position is to oversee the operationalization of the development function with attention always on cultivating and strengthening relationships with current and potential donors, guiding LIFT-UP in meaningful storytelling that conveys our mission and purpose and highlighting the significant impact our donors make.

To accomplish that, the Development Director will plan and execute an ongoing yearly cycle of coordinated development activities that involves the Executive Director, the development team, the Board of Directors, and other volunteers, as appropriate.

These activities will include Cultivation (mission-focused events, development-focused marketing, targeted community outreach, etc.) Solicitation (direct mail, personal "asks," grant writing, etc.) Stewardship (events, gift acknowledgments and IRS-compliant gift receipts, annual reports, newsletters, etc.)

Responsibilities

1) Create and execute a successful annual development plan focused on cultivation, solicitation, and stewardship. Current areas of priority include:

- Guarantee coordination of the development team and all development activities across a prospect pool of thousands and a donor pool of over 2,400.
- Improve inter-departmental use of CRM data for analysis, planning, and coordination of activities.
- Measure and work to improve donor retention.
- Provide donors with opportunities to increase their giving.
- Consider and evolve tactics to grow LIFT-UP's donor base, focusing on greater cross-engagement of service-based volunteers with the development team.

2) Create and execute periodic special-purpose campaigns for restricted income priorities (capital needs, program launches, etc.). Current areas of priority include:

- Work closely with outside counsel on LIFT-UP's systems, staff, volunteers, and constituents for a capital campaign launched in May 2023

3) Within the annual development plan and all special purpose campaigns, work with LIFT-UP's PR and Marketing company and print vendors to:

- Identify and design branded collateral materials to support all development outreach to prospects and donors.
- Oversee timelines to guarantee materials are created and produced before deadlines.
- Provide development-perspective input on internal and external communication and social media programs that are designed and executed by the PR and Marketing company.

4) Before each new fiscal year (FYE December 31), work with the Executive Director to develop annual philanthropic revenue goals and clarify objectives for fundraising activities and development events. Create and monitor an annual fundraising budget.

Qualifications, Attributes & Key Success Factors:

- A proven record of fundraising success with goals of more than \$2 million
- Experience building and maintaining philanthropic relationships
- Comprehensive knowledge of current, emerging, and innovative best practices in philanthropy
- Exposure to and experience in marketing/public relations, event management
- Exceptional verbal and written communication skills
- Focus on outstanding customer service
- Highly competent in the use of technology, including Excel, Word, & CRM databases
- Detail-oriented and effective time management skills
- Ability to multi-task in a fast-paced work environment, strong organizational skills
- Be an active, positive member of the leadership team.
- The position is highly visible and requires some weekend and evening work to attend special events, travel, dinners, and entertainment.
- Bilingual English and Spanish is a plus

Physical Requirements:

- May be required to do heavy lifting of 50 pounds or greater.
- May be required to stand for extended periods.

Notes:

Nothing in this job description restricts LIFT-UP's right to assign, reassign, or eliminate duties and responsibilities at any time or to change features due to reasonable readjustment of the job or for other reasons deemed appropriate by LIFT-UP. In accordance with Colorado law, your employment is at will.