



## **DEVELOPMENT DIRECTOR JOB DESCRIPTION**

**GENERAL DESCRIPTION OF POSITION:** Under administrative direction and in accordance with our Strategic Plan, identifies, cultivates, solicits and stewards donors, both individual and corporate. Conducts the full range of activities required to seek and manage grants from foundations, corporations, nonprofit organizations, civic groups and government entities. Maintains relationships with donors and prospects; supports fundraising special projects and strategies, development initiatives, community awareness activities and goal setting; carries out fundraising priorities for Early Connections Learning Centers.

**RESPONSIBLE TO:** Vice President of Community Engagement

**FLSA CLASSIFICATION/STATUS:** Exempt

### **QUALIFICATIONS:**

- Bachelor's degree or equivalent in Business, Business Administration, Human Services or related field
- Demonstrated successful experience in resource development and fundraising
- Effective interpersonal skills and demonstrated ability to work with minimal supervision
- Excellent communication skills
- Ability to network and build relationships with individuals, agencies, corporations and other stakeholders
- Working knowledge of Microsoft suite of products and data base management
- Knowledge of local community philanthropic and business community
- Demonstration of the following qualities: self-motivated, self-directed, able to make good judgments, reliable, and dependable.
- Professional demeanor in behavior and dress.
- Successful completion of a pre-employment drug test and background check.
- Fingerprints and background inquiry with Colorado Department of Human Services for clearance to work with children.
- Must have own reliable transportation.
- Excellent driving record upon hire and continued excellent driving record to meet employer's insurance carrier's standards.

- Job requires the ability to exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. or force frequently, and/or a negligible amount of force of up to 10 lbs. constantly to move or manipulate objects.
- Position requires physical mobility, with or without reasonable accommodation to perform the essential functions of the job.
- Use of the English language to write simple, compound and complex sentences, using print and cursive style. Writes reports, essays, prepares business letters, reports, summaries, manuals, instructions, procedures, etc. using prescribed format and conforming to all rules of punctuation, grammar, spelling, and style.
- Speaks clearly and distinctly with poise, appropriate pauses and emphasis, voice control, and confidence, using correct English. Conversant in the theory, principles, and methods of effective and persuasive speaking using correct English.

### **RESPONSIBILITIES:**

- Designs, implements and administers programs and activities to secure funding from individuals, corporations, foundations and government sources to include special events, annual and capital campaigns and specific program fundraising.
- Develops strategies and implements programs to encourage and increase in-kind donations of materials and services.
- Researches, cultivates and solicits potential donors including individuals, small businesses, corporations and other community organizations
- Conducts prospect research and develops records in major donor prospects and prepares statistical reports related to fundraising, planned giving, in-kind gifts, etc.
- For Early Connections and Court Care of the Pikes Peak Region:
  - Maintains an up to date database system of potential and current donors and prepares statistical reports related to fundraising, planned giving, in-kind, etc.
    - Including timely management of donor recognition letters and files
  - Tracking Child Care Tax Credit donations and sending appropriate tax forms to donors
- Provides monthly status reports to Vice President of Community Engagement
- Designs, implements and maintains a planned giving program
- Designs, implements and maintains a donor recognition program
- Works closely with Marketing & Events Director to produce collateral materials including the annual report
- With team, plans, organizes, implements and coordinates fundraising and special events
- Research potential grant opportunities
- Prepare and submit all grant applications and reports within deadlines
  - Gather information for grant applications and reports and ensure that relevant staff develop program goals and target outcomes, put in place methods for tracking outcomes and refine budgets for optimal presentation to funders

- Compile supporting information related to specific grant applications from outside sources as needed
  - Attend briefings related to specific grants
- Research relevant external data, including information and statistics relevant to early childhood education, health needs, etc.
- Produce evaluation and outcomes reports as required.
- Work closely with staff to develop and implement strategic grant-seeking plans for both current and new projects.
- Assist VP of Community Engagement with tour requests, scheduling and leading tours
- Performs other duties as required.