



Position Announcement

Director of Development

Reports To: Chief Executive Officer
Status: Full-Time Exempt
Application Deadline: January 15, 2019
Benefits: Eligible for OPCS Employee Benefits Package

About Old Pueblo Community Services:

The road can be foreboding for people struggling to reenter mainstream society after years of displacement due to military service, incarceration, substance dependency and/or homelessness. Questions arise – Where do I go next? How do I get started? Where can I find guidance and support? Where can I find others that I can relate to?

Since 1996, these questions, and more, have been answered for thousands of clients of Old Pueblo Community Services. Despite tremendous growth and change, OPCS remains true to the mission of helping homeless individuals and families find their way home.

Position Summary:

The Director of Development plays a key role on OPCS Executive Team, Board of Directors and leads the Development Department which is responsible for raising \$500,000 annually.

The Director of Development works to establish long-term partnerships, strengthen existing relationships and initiate new contacts within the corporate and major gifts sectors, and provide strategic direction of Assistant Director of Development and Communications Coordinator.

The Director of Development is responsible for the annual fundraising plan for the organization. Specifically, the Director of Development plans, facilitates and oversees special events, the annual giving campaign, corporate sponsorship, donor communications, marketing and promotions. In addition, the Director of Development is responsible for expanding the donor portfolio, and works closely with the CEO to plan, set and achieve annual fundraising goals.

The desired candidate will provide expertise and initiate an intensive development effort in order to diversify the funding sources of OPCS (which is predominately contracts). OPCS is seeking an individual who is organized, energetic, a leader and with a passion for social justice.

The Director of Development must not only manage but lead a team of development professionals in order to meet annual goals.

Responsibilities Include:

Development Plan Creation

In partnership with the CEO, develop and implement a comprehensive plan for fund development and marketing to include:

- Comprehensive direct mail program
- Major gifts program
- Private Foundations
- Two to three annual special events
- Assisting with public policy work of the organization
- Marketing/communications Plan

Major Donors and Planned Giving

1. Develop and implement strategies to recruit, steward and cultivate major donors through research, personal meetings and ongoing communication. Facilitate engagements between major donors and Chief Executive Officer, Board members, and program staff.
2. Develop and implement strategies to steward and cultivate planned gift donors through research, personal meetings and ongoing communication. Facilitate engagements between planned gift donors and Chief Executive Officer, Board members, and program staff.

Annual Donors and Events

1. Maintain and expand the base of individual supporters.
2. Oversee online and offline fundraising appeals, the use of social media and the development of online giving platforms.
3. Oversee cultivation and fundraising events, including annual events and house parties.
4. Recruit business sponsors and enroll host committee members for events.
5. Evaluate fundraising activities and opportunities by monitoring the fundraising environment and analyzing internal data.

Institutional Giving

1. Collaborate with the development and submission of government funding requests.
2. Develop relationships, identify corporate and foundation grants opportunities, submit grant requests and report to institutional donors, particularly family foundations and corporation.

Management

1. Serve on the OPCS Executive Team and help develop and implement policies and procedures to support professional, effective, and transparent operations.
2. Hire, train, supervise and evaluate Development Department staff and volunteers.
3. Serve as the liaison to the Board of Directors regarding fund development activities, attend Board meetings
4. Staff, recruit, and train the Board's Development Committee.
5. Participate fully with budget preparation and control, cash flow projections and audits as required.
6. Maintain the integrity of online and offline databases and train other staff members on data management as needed;

7. Maintain the integrity of OPCS brand and help build the organization's visibility in identified constituent markets.
8. Create and manage a volunteer program for Development Activities
9. Adhere to the policies and procedures of OPCS, the ethical standards of the Association of Fundraising Professionals and ensure compliance with IRS rules and regulations.
10. Other duties as assigned.

Qualifications:

1. A passion for social justice and the care and well-being of the homeless of the community;
2. Ability to initiate and build relationships with prospective corporate, foundation and major gifts donors;
3. Ability to initiate and build relationships with elected officials;
4. Five or more years of experience as a professional fundraiser, preferably for social justice organizations;
5. A proven track record of effectively soliciting philanthropic gifts;
6. Demonstrated leadership in designing, managing and implementing a full suite of development efforts, including major gifts, planned giving, and institutional grants;
7. Experience in supervising and managing a team;
8. Experience maintaining donor software platforms and building data management systems for optimum efficiency and impact;
9. Ability to speak clearly, write persuasively, and listen attentively;
10. Experience managing multiple projects with deadline pressures and competing priorities;
11. Ability to work collaboratively with other staff, Board members and volunteers;
12. Bachelor's degree; CFRE preferred;
13. Reliable transportation with valid driver's license and current insurance
14. Ability and willingness to work flexible hours including some evenings and weekends;
15. Ability to lift up to 30 lbs. and to sit at a computer for multiple hours a day.

Salary dependent on experience with generous benefits.

Application Procedure:

Please send cover letter, three references and resume to search@smith-dale.com and reference Old Pueblo Community Services Dir. Of Dev. In subject line.

Old Pueblo Community Services is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, gender, sexual orientation, religion, disability, or national origin.