

## **Canine Companions for Independence**

### **Development Director, Donor & Corporate Engagement – Colorado**

**Primary Purpose of the Job:** This position is responsible for the region's fund development and donor centered special events functions. This position is will meet specific annual revenue, donor cultivation and stewardship goals that includes individual giving, corporate development, foundation giving and special events. This position manages and solicits an active portfolio of prospects for Canine Companions targeting, soliciting and stewarding gifts from \$5,000+. They also develop strategic fund-raising events, assist with grant research and proposals, and identify, cultivate, and solicit corporations and foundations.

#### **Essential Duties:**

- Identifies and researches current and potential individual donors, including new prospects and existing donors. Cultivates a portfolio of 50+ qualified prospects; manages major gifts moves for these prospects in markets and states assigned.
- Meets annual goals for donor cultivation, revenue, and stewardship in alignment with the organization's national and regional development goals. Partners with the Executive Director to identify target markets and prospective donors for development and stewardship.
- Designs and implements effective tailored cultivation, solicitation and stewardship plans for donor prospects in assigned portfolio, utilizing approved moves management practices.
- Accurately and timely documents moves management in database. Identifies funding opportunities within Canine Companions that align the organization's goals with the donor's current and deferred giving needs.
- Writes compelling proposals and letters, and prepares background information and materials for cultivation and solicitation activities, as needed.
- Partners with Executive Director, National staff, Regional staff and/or other volunteer leaders in making individual solicitations and public presentations to educate donor prospects or groups about Canine Companions.
- Plans and implements donor related programs, activities and cultivation events to identify, cultivate, solicit and steward individual and corporate donors, with the goal to inspire philanthropic giving and increase gift size. A primary focus will be to work with under-cultivated and high net worth prospects and companies as well as identify and cultivate new major donors.

- Raises annual income budget through individual solicitation, grant writing, events, clubs, etc. Track and report on development funds demographically.
- Assists with the development of annual regional income and expense budget for development projects and activities. Develop resources to meet the anticipated income needs of the regional budget and regional development expenses. Analyze and report on variances between actual and budgeted income and expense amounts.
- Supports the planning, coordination and organizing of established local and regional fund raising events. Develop and implement new targeted fundraising events in the region.
- Contributes regional articles and subjects of interest for inclusion in National and Regional newsletters.
- Identifies community, local and regional grant sources. Assist with execution of timely grants to coincide with funding source guidelines. Research funding foundations, organization and corporations as needed. Review and follow-up declined grants for input and future success as necessary.
- Reports all regional development projects, newsletters, funding and related items. Provides reports monthly (or as directed by supervisor) on: fund raising activities, major gifts, grants and special events, and other funding efforts including documenting all activity in the develop database.
- Other duties as assigned by supervisor or department.

**Required Abilities:**

- Proven ability to cultivate, close, and steward a portfolio of donors giving at five, six, and seven figure levels.
- Demonstrated leadership skills.
- Excellent oral, verbal and written communication skills required, including public contact.
- Ability to plan, analyze, translate and implement developed plans.
- Ability to perform public presentations; strong person-to-person communication skills.
- Ability to manage, network, train and direct and motivate volunteers and clientele.
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines.
- Ability to perform several tasks concurrently, time management and organizational skills.
- Ability to use computers; word processing, spreadsheets, email and database applications.

**Required Experience:** Minimum of five years successful experience in nonprofit fundraising with a proven track record of cultivating, soliciting, closing and stewarding a donor portfolio. Demonstrated ability to develop, advance and sustain positive relationships with donors and colleagues. Proven ability to represent a mission and its interests to a diverse group of people, including community, corporate/foundation leaders, individual donors, and volunteers. Must be comfortable with collaborative, team based work. Computer, research and analysis and public speaking experience required.

**Required Education:** Bachelors degree or equivalent.

**Required Licenses:** Accreditation in fundraising (CFRE) desired.

**Working Conditions:** Work indoors and outdoors performing fundraising and development and administrative duties. Travel and weekend work required.

**To apply:**

[http://www.cci.org/site/c.cdKGIRNqEmG/b.9382215/k.FB93/COL\\_Development\\_Director\\_Donor\\_Corporate\\_Engagement.htm](http://www.cci.org/site/c.cdKGIRNqEmG/b.9382215/k.FB93/COL_Development_Director_Donor_Corporate_Engagement.htm)