



JOB DESCRIPTION

JOB TITLE: Development Director

EFFECTIVE DATE: February 2016

DEPARTMENT: Administration

REPORTS TO: CEO/Executive Director

STATUS: Full-time; exempt/salaried

Position summary:

Develops overarching fundraising strategy and philanthropic investors to support the IC's mission and strategic plan. Responsible for overall planning and management of resource development including but not limited to fundraising, donor relations, annual giving, planned giving, major gifts, and corporate, foundation and government grants. Recommends and manages donor development timeline to support a successful capital campaign. Management of development staff and oversight for the work of consultants, contractors and volunteers.

Minimum Qualifications:

- Baccalaureate Degree in Business, Business Administration, Marketing, Non-profit Management or related field.
- Five to ten years' demonstrated successful experience in non-profit resource development and fundraising with emphasis on cultivating and soliciting gifts.
- Previous experience with raising \$1M or greater annually.
- Proven ability to network and build relationships with individuals, agencies, corporations and other stakeholders.
- Well-connected in the Colorado Springs community with knowledge of community, state and national resources and foundations.
- Proficient with computer, including, Word, Excel, Power Point, and Outlook.
- Understanding of current fundraising methodologies and data management including web-based CRMs, online solicitation, social media and digital marketing.
- Previous exposure to a successful capital campaign preferred.
- Financial planning skills a plus, such as basic knowledge of IRS regulations, tax laws, trust and estate planning.
- Enthusiasm for the mission and vision of The Independence Center.
- Demonstrates THE IC's core values of Inclusiveness, Flexibility, Person First, Accountability and Integrity.

Essential Functions/Areas of Accountability:

- Develop comprehensive development plan with specific long and short range goals and outcomes. Implement plan and monitor progress toward meeting the goals and outcomes.
- Develop successful fund development strategies and annual philanthropic investment goals to include annual activity goals and calendar of fundraising activities.
- Cultivate and maintain on-going relationships with individuals, foundations, corporations and community organizations for development purposes.
- Identify, qualify, ask and steward relationships to encourage investment in The IC through annual giving and major gifts.

- Organize and implement an annual giving campaign.

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- Establish a major gifts program securing current and deferred major gifts commitments.
- Establish, implement and manage planned giving policies and programs.
- Develop fundraising efforts through stewardship by creating, implementing and managing donor cultivation programs, innovative donor-centric reporting, and donor acknowledgement and recognition activities and initiatives.
- Responsible for management of the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources. Oversee all funds reports specific to schedule, preparation, and on time submission.
- Support Marketing with the annual IC fundraising/friend-raising event and other special events from a sponsor and individual giving perspective.
- Develop and implement special fundraising and capital campaigns in support the agency's strategic plan.
- Oversee management of The Independence Center Fund.
- Solicit funds and pledges through application, answering inquiries, mailing literature, making personal visits, speeches, promotions and presentations. Track progress of visits.
- Maintain detailed electronic and office files, including endowment files, to guarantee quality of donor communication and historical record-keeping.
- Maintain strong communication with the CEO/Executive Director, Board of Directors and donors to demonstrate financial need and show the fiscal responsibility of the organization.

Skills and Abilities:

- Ability to generate creative solutions for stewarding philanthropic contributors and for strengthening high quality relationships.
- Exceptional interpersonal and communication skills with the ability to engage and earn the confidence of a wide range of internal and external constituents.
- Resourceful, exercising independent judgement and discretion, with the ability to work creatively, effectively and collaboratively.
- Highly organized and strategic with exceptional attention to detail.
- Ability to prioritize multiple projects, recommend solutions and act with diplomacy under pressure and imposing deadlines.
- Professionalism, discretion, and confidentiality in all matters of staff and donor privacy.
- Highly effective communicator with strong public speaking ability.
- Credibility as a leader with the ability to influence, work across divisions and build relationships.
- Ability to work professionally and respectfully with people from diverse backgrounds and skills in a team environment.

Physical/Environmental Requirements:

- Office environment requiring ongoing computer use and extended amount of time sitting or standing.
- Ability to use telephone, computer and to travel for presentations to corporations, foundations, donors, etc.
- Reasonable accommodations will be made to empower the qualified individual with a disability to perform the essential functions of this position.

This position may also require the performance of other duties as assigned.

If you are qualified and wish to apply please route your resume and salary expectations along with a cover letter addressing your alignment with the minimum qualifications to hrresumes@the-ic.org. Responses must be received by March 31, 2016.

EQUAL OPPORTUNITY: *The Independence Center adheres to a policy of equal opportunity and non-discrimination, as explained in its employee handbook, to all eligible participants regardless of age, sex, color, ethnic origin, national origin, religion, sexual orientation, political affiliation, marital status, parental status, or disability. Reasonable accommodations will be made to empower the most qualified candidate with a disability to perform the essential functions of this position.*