



## **The Women's Foundation of Colorado**

### **Director of Development**

#### **About The Women's Foundation of Colorado**

The Women's Foundation of Colorado (WFCO) is the only statewide community foundation focused on the economic advancement of Colorado women and their families. Our overarching goal is gender, racial, and economic equity for Colorado women. To ensure our actions are the most meaningful for Colorado women, we focus on the "community" in our community foundation. With ongoing input from individuals and nonprofits, we provide holistic and flexible resources to nonprofits and women to meet their families' needs. We invest in their abundant talents, wisdom, and leadership skills so they and our communities can thrive. Since 1987, we have catalyzed community to invest in more than 30 research reports, help pass more than 50 pieces of legislation, and funded more than \$20 million in grants to nonprofits that work with women and families in communities across the state.

#### **Position Overview**

Reporting to the VP of Development, the Director of Development will carry out WFCO's mission by helping grow and expand our philanthropic support through our communities of giving to meet the strategic development goals. You would be part of a fast-paced, dynamic, and highly productive team of fundraising professionals working to build a diverse and inclusive donor base. Responsibilities will include developing, implementing, and evaluating philanthropic strategies that will meaningfully engage and motivate donors to meet development goals from entry level gifts to major gift levels (\$3,000 - \$50,000). In addition, the Director of Development will collaborate with the Development Officer to plan and execute events and creative fundraising campaigns and appeals. The Director of Development will also work in collaboration with the Vice President of Programs and Vice President of Communications to understand and elevate awareness about WFCO's mission.

#### **Key Responsibilities**

The Director of Development is responsible for:

- Serves as a key member of the development team, influencing, creating, and driving strategy, relationships, and best practices to accomplish development goals
- In collaboration with the Vice President of Development and utilizing database tools; plan, develop, and execute strategies for individual donations; identify, cultivate, solicit, and steward major gift prospects, always with an eye to increasing involvement and gifts
- Enhance, expand, and manage Power of Extended Philanthropy (PEP), a sustaining community of giving program with a particular focus on growth and increased financial commitments
- Oversee grant seeking including research, proposal writing, and reporting requirements
- Provide exemplary donor services, including communications, advising, and stewardship to build long-term relationships with WFCO and move donors up the giving ladder
- Develop and implement plans for deferred gifts from donors through estate planning and other types of gifts growing planned giving program, Women Will

- Advise donors on donor-advised funds, special interest funds, and planned giving opportunities
- Actively participate in WFCO events as directed by the VP of Philanthropy
- Demonstrate integrity, collaboration, and stewardship
- Work with VP of Development on budget and projections for financial analysis
- Perform other duties as assigned

### **Key Competencies and Qualifications**

- Commitment to and passion for WFCO's mission, vision, and values
- Dedication to equity and inclusion (E&I) efforts across the organization, demonstrating equity and inclusion values by actively participating in organizational learning and self-reflection to meet E&I goals
- Comfort and experience engaging with diverse stakeholders and partners with diverse backgrounds, including individual, foundations, corporate donors, and community-based organizations
- Commitment to the highest ethical standards and organizational transparency
- Energetic, highly organized, and able to handle shifting priorities, multiple goals, projects, and constituencies in a calm and positive manner
- Commitment to donor-centered fundraising and the stewardship of existing donors
- An interest in staying atop of the latest philanthropic trends and applying that knowledge to WFCO's programs and unique donors
- Collaborative spirit in working with other WFCO departments
- Comfortable working directly with donors, corporate partners, foundations, and a portfolio of relationships; and with balancing multiple, concurrent fundraising initiatives

### **Qualifications**

- Bachelor's degree in nonprofit, human services, business or a related field (preferred) or equivalent relevant experience, minimum of 7 years (required)
- Proven fundraising experience including major and planned gift cultivation
- Familiarity with nonprofit accounting practices and campaign management
- Outstanding PC skills, including Raiser's Edge, MS Outlook, Excel, Word and PowerPoint, including advanced functionality such as mail merge and pivot tables
- Proven excellence in oral and written communication skills
- Strong project management and organization skills
- Ability to work independently and on a team
- Demonstrated ability to work effectively with a team and all levels of volunteers one-to-one and in a group setting
- Experience working with diverse groups of people and teams preferred

### **Physical Working Conditions & Effort Required**

- Work is typically performed in a standard office environment; however, we have been working in a hybrid model since October 2021 *(pending state COVID requirements)*

- Office location is on the University of Denver campus where COVID vaccinations and flu shots are required along with COVID testing.
- Occasional travel for community events around the state is required
- Occasional evenings and weekends are required
- The person in this position is frequently responsible for setting up for events and meetings, which may require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

**Salary Range**

- Starting salary range of \$75,000 – \$90,000 commensurate with experience.
- Additional comprehensive benefits package including generous paid vacation, paid sick days, medical/dental/vision insurance, paid family leave, a retirement plan match and more.

**Please direct all inquiries to [Jobs@wfco.org](mailto:Jobs@wfco.org).**

**Please submit cover letter and resume to [Jobs@wfco.org](mailto:Jobs@wfco.org) prior to deadline of November 22, 2021 (EOD).**

*It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*