General Purpose

- Director of Development/Major Gifts Officer is a member of the Senior Leadership Team.
- She/He leads the development and implementation of a comprehensive and strategic fundraising program that will support the operations and help to achieve growth goals of Rocky Mountain Children's Health Foundation. This include all aspects of fundraising including: annual fund, major and planned gifts, donor development (moves management), grant writing, special events management, special campaigns, and in-kind support.

Essential Duties/Responsibilities

- Create, implement and oversee a strategic fund development plan to secure general operation support and restricted program funding from diversified funding sources.
- Coordinate third-party, in-kind, and community fundraising initiatives.
- Collaborate with communications staff to ensure web-based programming and e-philanthropy concepts are incorporated into the organization’s activities.
- Manage a portfolio of major gift prospects and donors with the goal of raising five and six figure gifts of $25,000 or more.
- Manage a grant program including prospecting new Foundation and Corporate grant partners, writing and submitting grant proposals, and creating and submitting grant reports.
- Accountable for annual fundraising gala targeting local leaders in healthcare, corporate community, and philanthropy with a goal to net $400,000. This includes developing and leading efforts to secure table sponsors and sell tickets.
- Accountable for creating, implementing, and overseeing all Development Admin processes and systems utilizing RE NXT.
- Provide leadership and active management support to Development Manager who is responsible for annual fund campaigns, event sponsorships, fundraising communication, general donor acknowledgement and stewardship, and maintaining a portfolio of donors who give less than $10,000 annually.
- Provide leadership and active management support to Development Manager who oversees all events including fundraising, program, and outreach.
- Provide leadership and active management support to Database Coordinator who is responsible for RE NXT.
- Collaborate with Executive Director to identify and respond to potential major gift prospects.
• Collaborate with communications staff to ensure web-based programming and e-philanthropy concepts are incorporated into the organization’s activities.
• Solicit in-kind donations and event sponsorships as needed.
• Accountable for ensuring that all funds raised are accounted for and deposited in a timely manner and that donor information is accurately recorded in Raiser’s Edge.
• Collaborate with Director of Communication and Database Coordinator to implement and manage procedures, technologies and software that support efficiencies in data and information management in fundraising and communication.
• Ensure participation in relevant fundraising activities such as Colorado Gives Day.

Other Duties/Responsibilities

• Other duties as assigned or necessary to accomplish fundraising goals.

Employees are held accountable for all duties of this job.

Supervisory Duties

• Development & Events Manager
• Database Coordinator

Job Qualifications

Knowledge, Skills, and Ability:

• Successful track record developing and cultivating donors and relationships among multiple community stakeholders.
• Excellent communication and interpersonal skills.
• Excellent written and verbal communication skills as well as excellent social interaction skills.
• Strong organizational skills and ability to work independently.
• Ability to be self-directed, work well under pressure, be detail oriented and multitask.
• Proficient in Microsoft Office Software (i.e. Outlook, Word, Excel, PowerPoint)
• Aptitude for data and information software and other technologies designed to support fundraising, events, constituent relations and sales activities.

Education or Formal Training:

• Post-secondary degree in a related field or equivalent combination of education and experience. AFP membership and CFRE designation preferred.

Experience:

• 5-7 years fundraising or similar experience in a like sized organization.
• Proven success in designing, implementing and leading a strategic development plan.
• Demonstrated ability to successfully secure grant funding and event sponsorships.
• Experience preparing written reports and presentations.
Proven success in prospecting, cultivation and closing gifts >$25,000.
Experience in planning and executing fundraising events.
Experience managing a team.

Working Environment:

- Rocky Mountain Children’s Health Foundation is a collaborative, team-oriented organization with a focus on equity, diversity, and inclusion.
- Experience with RE NXT is preferred.
- The employee will be expected to perform most job duties independently and in accordance with established departmental and RMCHF policies and procedures.

Physical Activities:

- Must have auditory, visual, and physical skills to be able to perform tasks as outlined in this job description.

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Salaried position. Salary range: $85,000-100,000.

To apply, please send resume and cover letter to Cathy Sandoval at Cathy.Sandoval@rmchildren.org.