



of Metro Denver

Inspiring all girls to be strong, smart and bold

Join Girls Inc. of Metro Denver and unlock the power within young girls. Prepare to be a leader in gender equity and help shape a generation of unstoppable young women. Collaborate with a dynamic team, celebrate diversity, and leave an indelible mark on girls' lives. Unleash your enthusiasm, compassion, and commitment to make a lasting impact.

All Girls Inc. employees are eligible for an impressive benefits package, including:

- 100% employer covered medical insurance for employee
- 100% employer covered vision insurance for employee
- 100% employer covered life insurance for employee
- 3% 403b contribution after employee passes 3 month probationary period (no required employee contribution to obtain this benefit)
- Annual bonus eligibility, dental insurance, flexible schedule and PTO benefit, flex spending account, sabbatical and more

Ready to join our league of superheroes and illuminate the future for girls in Metro Denver? Your exceptional skills and unwavering dedication will carve a legacy of awe-inspiring, unstoppable young women who will shape the world of tomorrow. Apply now and be part of an electrifying journey with Girls Inc. Metro Denver.

Position: Director of Development

Pay range: \$85,000 - \$95,000

Location: 1499 Julian, Street, Denver, Colorado

Position Summary:

This is a senior level position at Girls Inc. of Metro Denver. The Director of Development is expected to provide strategic leadership in helping to raise funds for the operational budget of 3 million dollars annually and growing. The director of development will help define the donor journey, stewardship and cultivation for; individual donors, corporate partners, foundations, government partnerships and new funding streams. This position will oversee the development department and work to increase revenue through established partnerships, new partnerships, donor events, marketing and volunteer engagement. The Director of Development will lead a major gifts campaign to help prospect and solicit new donors to the organization. This role will also lead in partnership with the CEO the strategic plan and sustainable funding for the organization for the next five years and beyond including but not limited to; capital campaigns, major gift campaign, planned giving and one time growth gifts.



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Supervisory Responsibilities: This position will have four direct reports.

Duties/Responsibilities:

Planning and Growth

- Partner with the CEO to develop a strategic vision for growth in the fund development program/department.
- Create and implement an annual fund development plan that aligns with this vision and establishes measurable revenue goals and activities; outlines fundraising costs; and monitors progress against goals.
- Work with team to develop and implement an annual communications and marketing plan that aligns with GIMD's mission and elevates its brand and brand recognition.
- Engage the Board, committee members, staff and volunteers to support fundraising and communications/marketing goals.
- Create and revise policies and procedures related to fundraising, gift acceptance, and marketing and communications.
- Grow revenue budget by 10% annually and help reach a long term financial growth plan.

Leadership and Collaboration:

- Serve as a member of the senior leadership team and contribute to the overall leadership of the organization.
- Build and maintain strong relationships with donors and funders, community partners and local leaders, volunteers, and other peers and colleagues.
- Connect with the Girls Inc. national office to leverage resources, align development activities, and identify and implement best practices.
- Stay abreast of trends in the fields of philanthropy/fundraising, youth development/gender specific programming, and marketing/communication.
- Represent GIMD at community events, meetings, workshops, etc.
- Train champions to be ambassadors of the organization.
- Support organizational events and activities as needed.

Department Management:

- Manage staff and contractors with development responsibilities; develop and approve annual contracts and work plans; provide ongoing support and direction to meet fundraising and communications/marketing goals.
- Manage development budget and operate within approved areas of spending.
- Lead the development department and core functions around increasing and stewarding partnerships, donors, brand awareness and volunteers.
- Work cross departmental with finance, strategy and impact and programs to submit documentation for audit, grants and reporting.



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Fundraising Strategy:

- Prepare and manage a budget for the development department including forecasting and tracking to fundraising goals, and anticipated timing.
- Providing regular progress reports to the senior leadership, board, executive committee and fundraising committee.
- Create funding strategy that aligns with program strategy.
- Engage in individual donor fundraising including: prospect identification, cultivation, stewardship and direct asks, including face-to-face visits with an annual growth in donors and giving amounts.
- Identify major gift prospects and outline cultivation plans for ongoing engagement and support.
- Develop corporate engagement plans for corporate partners and new business prospects.
- Provide guidance in the development and submittal of successful funding proposals and other partner requests. Ensure reports are timely and accurate.
- With the supporting of the marketing manager, leads GIMD's signature fundraising event; establish event goals and oversee expenses; identify and secure sponsors; develop program and themes.
- Coordinate and attend as needed other special events throughout the year, including cultivation events, and third-party fundraisers.
- Work with Development team to create GIMD marketing collateral, including but not limited to: program packets, annual report, website and digital assets, event invitations, and donor materials.
- Partner with Development team to manage external communications, marketing, and public relations, including; website, social media, press releases, and online fundraising and marketing campaigns

Required Skills/Abilities:

- **Communicator** – excellent written and oral skills; high level of emotional intelligence; superb proof reader
- **Relationship Management** – ability to connect with donors, volunteers and partners to share the mission of GIMD
- **Report building** - advanced skills in building fundraising reports and utilizing technology systems.
- **Ability to lead collaborative teams**
- **Planning and organizing** – strong organizational skills and ability to prioritize time efficiently, handling multiple tasks and projects to meet deadlines on a timely basis; superior organizational skills and project management abilities
- **Problem solver** – resolves challenges in a timely manner; gathers and analyzes information skillfully to make sound, informed decisions



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- **Tech savvy** – advanced level experience in Word, Excel, PowerPoint, Salesforce spreadsheets, and development of reports. Understanding of Sugar CRM desired. Familiar with remote meeting needs such as conference calling and projection equipment for meetings.
- **Attention to detail** – demonstrates accuracy, thoroughness, and attention to detail
- **Adaptable** – adapts to changes in the work environment; manages competing demands and is able to deal positively with frequent change, delays or unexpected events
- **Dependable** - consistent at work; follows instructions; responds to management direction and solicits feedback to improve performance; reliable with a high level of integrity
- **Independent team member** – proficient interacting with a wide variety of people; comfortable and efficient working with little supervision; self-motivated with a positive attitude and strong work ethic
- **Work Hours** -- Able to work occasional evenings and weekends for events or meetings. Option to remote work and flexible daily schedule.
- **Cultural Competence** - Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression analysis. Demonstrates a commitment to the positive parameters of GIMD's professional behaviors (see link above).
- **Youth Development & Facilitation** - Ability to facilitate and manage groups of at least 15 youth and partners. Ability to inspire, stimulate and support youth self-empowerment and social-emotional development from a feminist, anti-racist and anti-oppression lense.

Education and Experience:

Education

- Degree nonprofit management, communications, human sciences or equivalent of 10 years of experience in nonprofit management.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be eligible to drive a passenger van for additional staff support as needed

Additional Requirements:

- Possess a valid Colorado driver's license, (or willingness to obtain one within a month of employment) with a driving record that allows employees to be covered by agency auto insurance and drive agency vehicles (must be at least 21 years old) with at least 2 years of driving experience.
- Access to a personal vehicle to travel to school sites in Metro Denver. Mileage reimbursement provided.



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How to Apply:

To apply for this position [please fill out the online application](#) and provide your resume