



Big Brothers Big Sisters of Colorado



Position Guide

Director of Development

www.biglittlecolorado.org



Position Title: Director of Development	Reports To: VP of Development-Denver
Date: August 2018	Department: Fund Development
FLSA Status: Full-time Exempt	Starting Salary: DOQ

Our Mission

The mission of Big Brothers Big Sisters of Colorado is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

We see changes happening in our community one child at a time through the proven power of one-to-one mentoring relationships between a child and a mentor. Trust and friendship grow, blossoming into a rich, bright future of unlimited potential. Be part of something BIG.

Who is Big Brothers Big Sisters of Colorado?

Founded in 1918 in Denver, Big Brothers Big Sisters of Colorado (BBBSC) is the oldest and largest mentoring organization in the state. Through our one-to-one mentoring model, we serve children and teens who live in low-income, single-parent families. We estimate there are over 45,000 children in metro Denver and Colorado Springs who fit this demographic. These children face daunting obstacles to their success in school and opportunities later in life. Research has shown children and teens living in poverty are at greater risk for several negative outcomes, including poor academic achievement, abuse and neglect, behavioral and socio-emotional problems, physical health problems, teen pregnancy, and dropping out of school. They are also at increased risk for homelessness, and are more likely to be underemployed or unemployed as adults.

BBBSC serves these children through a portfolio of mentoring programs, including a Community model, a Sports Buddies site-based model, and a new and innovative high-school mentoring program model, called mentor2.0. These programs exceed the highest national standards for quality and safety, and follow evidence-based practices that long-term independent research has proven produces successful outcomes. BBBSC has won national awards for program quality and is recognized as a leader in youth mentoring.

In 2018, Big Brothers Big Sisters of Colorado will support nearly 1,900 one-to-one mentoring relationships between children facing adversity and adult volunteer mentors. These mentoring relationships will impact youth by helping them to:

- Improve their sense of self and sense of future.
- Form positive relationships with peers and family.
- Avoid risky or delinquent behavior.
- Achieve educational success.

Big Brothers Big Sisters of Colorado was recently selected by Colorado Results First for an innovative cost-benefit analysis that helps states invest in policies and programs that are proven to work. Colorado Results First is an initiative led by the Governor's Office of State Planning and Budgeting and finds that every dollar invested into Big Brothers Big Sisters of Colorado is projected to yield a greater than 300% positive social return on investment.

Position Description:

The Director of Development is responsible for the identification, cultivation, solicitation, and stewardship of individual donors and corporate partnerships at Big Brothers Big Sisters-Pikes Peak, including the management of an annual campaign, growing a portfolio of major gifts, and robust corporate sponsorship of programs and events. The position drives the strategy for creating a comprehensive and integrated path for acquiring and upgrading donors at every level. This position is located at the Pikes Peak office, but will require flexibility for periodic travel to and from the Denver office. In addition to having his or her own portfolio of major donors, the Director of Development also works closely with the VP of Development in Denver, the Pikes Peak Executive Director, and Big Brothers Big Sisters Pikes Peak Advisory Board to build relationships with donors to solicit transformational gifts. This position will work in concert with the Special Events Coordinator in the Pikes Peak office to procure event sponsorships and underwriters.

Essential Duties/Responsibilities:

- Build and manage a broad base of individual and corporate donors from various donor levels and sources
- Duties include prospect management, donor identification, solicitation, cultivation, and stewardship
- Personally manage a portfolio of 100 to 150 donors who have the capacity and motivation to give between \$500 and \$150,000
- Manage giving society and stewardship
- Identify major donors and create solicitation plans
- Work closely with and support VP of Development, Pikes Peak Executive Director, and board members in major donor solicitation
- Create donor cultivation events throughout the year
- Identify additional donor cultivation opportunities
- Support and train board members in identifying and soliciting major donors
- Oversee agency annual campaign in partnership with the Manager of Individual Giving in Denver
- Ensure donor revenue goals are met for all types of individual and corporate donor revenue, including event sponsorships, in the Pikes Peak office as a member of the overall Development team for the Agency.
- Other duties as assigned

Job Qualifications:

Knowledge, Skills and Abilities

- Passion for Big Brothers Big Sisters of Colorado's mission.
- Proven track record of securing major and annual gifts.
- Proven track record of solicitation of corporate sponsorships and support.
- Excellent oral and written communication skills. Able to effectively communicate agency vision and goals.
- Exceptional relationship skills.
- Exceptional attention to detail and accuracy.
- Highly-organized and efficient, able to negotiate personalities and coach people toward goals.
- Creative. Able to develop and drive idea from conception to goal.
- Team-oriented, capable of working with a wide range of people to achieve team goals.
- Able to work standard office hours with occasional nights and weekends when necessary.

- Strong computer skills, experience with fundraising software, Microsoft office and a working knowledge of PC and Mac applications.
- Experience in fundraising using social media and online giving technology.

Education

- Bachelor's Degree required – preferably in business, marketing, communications or a related area

Management and Supervisory Experience

- A minimum of seven years of work experience in fundraising or business development required.
- Proven track record of successful relationship/business development and meeting financial goals required.
- Experience in effective cross-cultural communications with individuals in various industries and stages of career and life.
- Strong relations in the Colorado Springs philanthropic community.
- Ability to communicate the impact of donations and make giving personally meaningful.
- Self-motivation combined with affinity for working within a team of internal and external constituents.
- Ability to balance, prioritize and perform multiple tasks with varying levels of urgency with no loss in accuracy and detail orientation.
- Willingness and ability to maintain confidential information.
- Willingness and ability to work effectively with diverse populations including people of all races/ethnicities, religions, sexual orientations and gender identities, among others.
- Experience with coordinating and implementing fundraising events.
- Marketing and communications experience preferred.

Material and Equipment Directly Used:

- Standard office materials and equipment.

Working environment/Physical Activities:

- Able to serve in an active role at events and office functions.
- Comfortable with fast-paced, team-oriented, results-oriented environment focused on improving the quality of life for children in the communities we serve.
- Need consistent mode of transportation. The job requires frequent travel for local meetings and events.

Professional Performance:

- Adhere to all personnel guidelines of the agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks.
- Perform all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency guidelines and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.

- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive and appropriate environment through communication and interaction that demonstrates respect for diversity.

Inclusiveness Statement

As an organization dedicated to inclusiveness, BBBSC values and celebrates the diversity and individuality of every child, volunteer, employee, board member, family and community partner.

Equal Employment Opportunity

BBBSC strives to make all personnel decisions without regard to race, creed, age, color, religion, national origin, ancestry, gender, gender expression, marital status, sexual orientation, veteran status, disability or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in our work environment and with others with whom we come into contact.

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

To apply, please submit a letter of introduction and a current resume to hr@biglittlcolorado.org on or before August 10, 2018. NO PHONE CALLS PLEASE.