



The Mile High Council and Comitis Family Services

Job Announcement Development Director

Posting Date: January 17, 2012

Closing Date: January 31, 2012

At the Mile High Council and Comitis Family Services “We Empower Healthy, Viable, Complete Lives and Communities Through a Seamless Continuum of Behavioral Health Services”. We are seeking a dynamic person to fill the role of Development Director. The Development director plays a crucial role in the successes of the organization. The successful director will build upon and create key relationships to expand the funding base and ensure that the organizations’ programs and goals are realized.

If you are highly motivated, organized, outgoing and love working to improve the lives of children, youth and families in our communities then this position may be for you! This is an exciting management-level opportunity with a salary range of \$50,000.00 to \$58,000.00 depending on experience and skill level.

Primary Responsibilities

- Develop and execute The Mile High Council’s approved annual fundraising plan.
- Secure financial support from individuals, foundations and operations. Meet and/or exceed annual financial goals.
- Manage the implementation of The Mile High Council’s data entry system for gift processing.
- Develop and maintain ongoing relationships with major donors. This includes the development and cultivation of an active donor data base system.
- Creating and executing a strategy for a large sustained base of annual individual donors.
- Development, overseeing and organization of special events.
- Developing and tracking proposals and reports for all grants and fundraising.

- Guidelines are generally but not always clearly applicable requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.
- Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.
- Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.
- Production and distribution of Agency Newsletter.
- Grant writing
- Development and maintenance of agency donor data base.
- Search for relevant funding sources that apply to agency vision, mission, goals and objectives.
- Develop/maintain volunteer data base.
- Interface with Board of Directors as directed by CEO and/or COO.
- Track and report on all grants management functions including but not limited to: monthly, quarterly, or annual report writing, financial reporting, recording grant performance goals, data collection, quarterly meetings with grant directors/coordinators, renewal of licensure or certifications as required by grants or law.

Essential Functions:

Finding Funding Sources

- The development director will focus on locating sources of funding, approaching suitable funders and soliciting major donors for campaigns. The director also creates and administers fund-raising programs and spends a significant amount of time writing to and meeting with donors. The development director will develop and maintain an internal agency donor base.
- Grant writing. This will include new and continuation grants.

Communication

- A development director should maintain strong communication with the chief executive officer (CEO), chief operating officer (COO), board of directors and donors via newsletter or other publications to demonstrate financial need and show the fiscal responsibility of the organization. This development director will create and produce an agency Informational Newsletter outlining the agency activities and other pertinent information that will be distributed to internal and external agency stakeholders.
- Grants management will require on-going communication with Directors, Coordinators, Financial Controller, staff, and stakeholders to insure the performance objectives are met.

Budget

- A director of development will create fund-raising programs and activities while ensuring that the organization operates within the board-approved budget. Adhering to a budget and focusing on meeting fund-raising goals are crucial components of this position.

Supporting Organizational Goals

- A development director knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization. The development director will represent the organization at internal and external functions and will promote and support the organizational goals and purpose.

Skills and Requirements:

- Strong leadership experience and demonstrated ability to raise funds and promote the goals and objectives of an organization;
- BA or BS required, Masters Preferred;
- Impeccable communication skills, both written, presentation and verbal;
- Donor base management;
- A basic understanding of a 501(c)3 non-profit organization;
- A basic understanding of the human service/behavioral health delivery system;
- Strong organizational skills, attention to detail and ability to work in a high paced environment;
- Experience using Word, Excel, and PowerPoint;
- Willing to work occasional evenings and weekends for fundraising and community events;
- Willing to travel occasionally;
- Valid driver's license and access to a vehicle.

This is a full-time, salaried position. The Mile High Council and Comitis Family Services offer a competitive benefits package including health, dental, retirement and paid time off.

How to apply:

Please email a letter of interest outlining your experience as it relates to this position, resume and salary requirements to jobs@milehighcouncil.org.