



DENVER URBAN SCHOLARS

SUPPORT | ADVOCATE | INSPIRE

Director of Development, Individual Giving Job Description

Denver Urban Scholars is seeking a dynamic, experienced and mission-driven Director of Development, Individual Giving to join our team. The Director will develop and lead a strategic and diversified individual giving fundraising plan that meets current goals and anticipates future needs and growth objectives, supervise an existing team, and hold a personal portfolio of major individual donors. The Director will help to co-create and lead a strategy to raise money from diverse sources through specific fundraising strategies in partnership with our board of directors and development committee.

Who we are: Denver Urban Scholars envisions a life of choice and opportunity for every young person. We partner with high poverty, high performing schools to unlock the potential of students facing added challenges by creating individual pathways to college and career. Students have the choice to enter Denver Urban Scholars at 6th or 9th grade and can continue in our program through three years post-secondary as long as they stay at a partner school.

What we do: We provide wrap-around support to students most in need, through group mentoring or 1:1 mentoring, intensive case management, and academic support. We foster positive youth development through the healthy social and academic progress of youth. Our programs enhance the educational experience of students by helping them stay in school and on track for postsecondary education and/or a career.

The ideal candidate will have a strong foundation of best practice fundraising knowledge, with a track record of creating and then enacting effective strategies and fostering successful long-term relationships with donors, and the ability to effectively coach and collaborate with staff in support of their fundraising activities. S/he will be a strategic thinker, thrive in an entrepreneurial, fast-paced, results-oriented culture and be committed to developing and implementing systems to support growth.

Job Requirements:

- **Cultivation and Fundraising**
 - Oversee creation and implementation of a comprehensive and measurable development plan.
 - Design and lead strategy for all individual giving initiatives with an emphasis on project-based/venture funding methodologies.
 - Manage the creation of strategies to identify and secure new individual supporters, as well as fully leverage existing relationships.
 - Identify, cultivate, solicit a major donor portfolio of current and future major donors; support the CEO's, and the Board's stewardship of major donor relationships (including individuals and corporate).
 - Ensure proper donor-centric stewardship is conducted including correspondence, outcomes, and reports.
 - Work closely with the Grant Writer to ensure timely submission of all grants and grant reports.
 - Host/Attend Point of Entry sessions as needed.
- **Directing**

- Lead and coach a development team to meet annual goals and help raise the individual giving target in philanthropic revenue.
- Oversee team in the management and refinement of key development operation systems for individual giving. Provide supervision and oversee team's professional development.
- Oversee the relationship with all vendors and contract service providers pertaining to development and marketing.
- Lead the Development Committee in building and maintaining effective relationships with donors; attend Marketing Committee meetings (led by the Marketing and Events Manager) and ensure initiatives align with the marketing and development plans; attend Board, Executive and other Committee meetings as appropriate.
- **Financial Management**
 - Oversee the Development budget by helping to create and ensuring adherence.
 - Initiate budget adjustments in anticipation and/or in response to organization needs.
 - Create and distribute reports for the Board and committee meetings related to fundraising and development, as requested
- Other Duties as Assigned - Non-essential job duties and/or non-related tasks may be assigned from time to time.

REPORTS TO

CEO/Executive Director

JOB REQUIREMENTS

- 5+ years of successful fundraising experience with a demonstration of progressive responsibility required
- Proven skill in developing individual funding strategic plan and in managing high-stakes relationships
- Demonstrated success securing individual support through cultivation and solicitation activities
- Outstanding interpersonal skills and written and verbal communication skills, with ability to articulate
- Strong planning, organizational and self-management skills
- Ability to recognize talent and potential; coach and inspire, provide effective feedback, and bring out the very best in a team
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and to do so in collaboration with diverse stakeholders and with a sense of urgency for goal achievement
- Results focused
- Passion for the mission of Denver Urban Scholar with a strong commitment to its core values and mission
- Experience with a fundraising database required; Salesforce experience preferred
- Bachelor's degree required; Master's degree preferred
- Ideal candidate will be knowledgeable of Denver philanthropic market
- Valid Colorado Driver's License and reliable transportation
- Ability to pass a background check

SCHEDULE

- Monday - Friday regular business hours
- Occasional early morning, evening and weekend hours required

TO APPLY:

Send cover letter and resume to hr@denverurbanscholars.org with “Director of Development” in the subject line. Deadline to apply is 4.15.2018. No phone calls please. Please note Denver Urban Scholars is not able to offer relocation assistance.