



Job Description: Invest in Kids Development Director

Purpose

Every day, we prove that the smartest investments are made in children. At Invest in Kids, we bring research-based, proven programs into communities across the Colorado. Our efforts focus on the specific needs of children in low-income families, with the hope of seeing every child in Colorado thrive. We partner with community leaders, care providers, and donors to work toward this goal. Only those programs able to demonstrate the highest level of standards, a research-proven track record of success, and a promise of significant impact become Invest in Kids' programs. The Development Director will further our mission by taking responsibility for all functions related to:

- Building and maintaining relationships with key funders, including corporate, individual, and foundation funders.
- Writing grants, correspondence, reports, website copy and other collateral required for successful fundraising.
- Acting as the primary staff contact for all standing committees and volunteers.
- Leading the execution of two special events, the Jane-A-Thon (March of each year) and the annual Invest in Kids gala.

Duties

Duties include raising approximately \$1M per year through foundation, individual, and corporate support. Specific duties include:

- preparing, executing and reporting on an annual strategic development plan;
- overseeing research related to grant opportunities and writing of grant proposals;
- ongoing foundation relations, cultivation, and grant reporting;
- overseeing all individual, corporate, and foundation correspondence;
- updating website content and collateral materials as needed;
- preparing and executing an annual report;
- engaging in public and media relations duties as necessary;
- executing a major gifts program, including donor identification, cultivation, solicitation and stewardship;
- managing and executing all aspects of two major annual fundraising events;
- staffing standing development and volunteer committees;
- providing support and guidance to the executive director in her fundraising activities;
- providing other support to the organization as requested by the executive director.

This position works closely with Invest in Kids' program operations and development manager.

Qualifications

The successful applicant will have a proven track record of establishing and delivering an annual fundraising plan of \$1M or more. Additional preferred qualifications include:

- minimum of 4 years as a strategic, disciplined and collaborative organizational leader with major responsibility for fundraising activities;
- experience working closely with and soliciting major individual donors;
- proven ability to work collaboratively to achieve revenue goals and maintain consistency with organizational mission, vision, and values;
- history of working collaboratively with program staff to introduce donors to an organization's activities and receive input on grant proposals and reports;
- exceptional communication skills, both written and verbal;
- strong ability to multi-task, manage time efficiently and meet deadlines.

Job Requirements

- Bachelors Degree
- Availability for regular evening meetings, some weekend work required (primarily around event season)
- Proficiency in Microsoft Office
- Preferred: proficiency in Giftworks donor management software

This is a full-time position with benefits. Invest in Kids is offering a competitive salary commensurate with experience. If you are interested in this position, please email a cover letter, resumé, and a list of three references no later than July 15th to admin2@iik.org.

It is the policy of IIK to prohibit discrimination against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation, or disability.