



Development Director Job Description

Position: Development Director

Reports to: Executive Director

General Summary:

Brent's Place, a hospitality house for children with cancer and their families, is seeking a full time Development Director. Building on the success of the fundraising achievements to date, this position will focus on deepening and extending Brent's Place's philanthropic vision, enriching donor outreach and positioning Brent's Place as a preferred giving option among philanthropic target groups. The Development Director will provide staff leadership for all aspects of the Fundraising Plan by implementing the plan or mobilizing others to do so. The Development Director also will pioneer special strategies that help Brent's Place to fulfill its mission through donor investments.

Responsibilities include:

- Update and implement annual fundraising plan.
- Mobilize the Executive Director, Board of Directors, Development Committee, community influencers, volunteers and employees to participate in fundraising and donor stewardship efforts.
- Cultivate and nurture relationships with current and potential individual funders.
- Create and manage major and planned gifts program through appropriate research and cultivation strategies.
- Oversee the corporate and foundation grant programs; collaborate with the Grants Coordinator in creating a grant schedule, writing and developing proposals, and researching and identifying potential funders; prepare and submit all grant reports, thank you letters, and other funder communications.
- Develop and grow the donor database through direct mail and e-marketing strategies.
- Oversee and assist Development Manager in mobilizing volunteers to plan and execute all special events.
- Assist in the maintenance and enhancement of the development record system, both computerized donor database software and hard copy files, to ensure effective cultivation, solicitation and donor recognition.
- Prepare regular progress reports for the Executive Director and Board of Directors.

Qualifications: (Education, Experience, Knowledge, Skills, Abilities)

- Relevant Bachelor's degree and at least five years equivalent experience and demonstrated track record in generating corporate, foundation and individual gifts.
- Solid understanding of philanthropy and the nonprofit industry.
- Meaningful experience with donor stewardship and cultivation, donor solicitation, donor moves management and fulfillment of donor stewardship programs.

Our Vision: Making a difference in the lives of children with cancer and their families... one day at a time.

Our mission: Brent's Place helps those living with cancer by providing housing and programs through partnerships in our community.

- Knowledge of fundraising profession's best practices and understanding of avenues to philanthropic opportunities.
- Strategic thinker, highly organized, demonstrated hands on experience with proven ability to multitask, handle pressure and meet deadlines.
- Proven track record of achieving revenue targets.
- Strong partnership building and event planning skills.
- Ability to develop and manage budgets and prepare fundraising reports.
- Computer literacy and experience with fundraising databases.
- Interest, enthusiasm and affinity for fundraising and working with people in philanthropy.
- Commitment to Brent's Place's mission.
- Ability to work independently and with others.
- Excellent interpersonal, written and verbal communication skills.
- Strong skills in diplomacy, maintaining confidentiality, customer service and professionalism.

Compensation:

The Development Director position is a salaried (exempt) employee and subject to the personnel policies of the Brent Eley Foundation. Benefits include paid time off (PTO), holidays, retirement, medical, dental and life insurance.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

To submit an application, please provide the following (via mail, e-mail, or fax) by February 15, 2012:

Cover letter, salary history and requirements, resume and three work-related references and contact information to:

Attn: Lynnda Simpson
lsimpson@brentsplace.org
Brent's Place
11980 East 16th Ave.
Aurora, CO 80010
Fax: 303-831-4567

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