



Job Title: Vice President of Development

Position Summary

Reporting to the Chief Executive Officer (CEO), the Vice President of Development (VP) serves as a key leadership team member, an enthusiastic ambassador of the foundation's mission, and an active participant in making strategic decisions affecting Community Foundation Boulder County (CFBC).

In partnership with the CEO, this position is responsible for all fundraising and fundholder relationship management strategy, including managing a team of fundraisers. The successful candidate will help forge new relationships to build CFBC's visibility, impact, and financial resources, as well as deepen existing donor and fundholder relationships. The VP will also refresh the design and implementation of a comprehensive plan for developing key external alliances by cultivating individual, corporate, and institutional philanthropic support. With a new three-year strategic plan, the VP will play a lead role in the strategy and implementation of a capital campaign in the near future, while keeping growth in the annual general fund raise.

The VP of Development manages staff, consultants, and board committees and works collaboratively with other departments. The VP also works closely with other team leads including the Chief Financial Officer/Chief Operating Officer and the VP of Programs. This is a full-time, exempt position (100% full-time equivalent (FTE)).

About Community Foundation Boulder County

Vision: Community Foundation Boulder County envisions a thriving, equitable, and inclusive community that collaborates to ensure everyone in Boulder County experiences a life of opportunity and fulfillment.

Mission: Community Foundation Boulder County nurtures and activates the ideas, generosity, and leadership of the community to galvanize resources and support equitable solutions for all who live or work in Boulder County.

History: Since 1991, Community Foundation Boulder County has addressed the evolving and growing needs of the Boulder County community, granting more than \$150 million. The foundation manages assets of approximately \$100 million.

Responsibilities and Essential Duties

Fundraising – 70%

- Provide CFBC with strong, creative, energetic, and strategic leadership on all fundraising initiatives and help to set and achieve ambitious but attainable fundraising goals to increase philanthropic support in Boulder County.
- Oversee research of funding sources and trends to help position CFBC strategically ahead of major funding changes or trends.
- Provide vision and direction to build and manage a full-scale development program, including major gifts, corporate giving, planned giving, foundation relations, annual giving, gift processing and acknowledgment, and other support.
- Identify, cultivate, solicit, and steward gifts and pledges from an active portfolio of key major gift prospects; always maintain and manage a personal portfolio of prospects as well as coaching the team to do the same.
- Monitor all donor information; provide and present statistical analysis to board and senior leaders.
- Develop, administer, and maintain the organization's prospect list; conduct appropriate follow-up and stewardship on all gifts, including long-time supporters as well as new and diverse donors in Boulder County.
- Oversee and manage the current development team to achieve or exceed their revenue targets; manage margins, control costs, and capitalize on operational efficiencies.
- Develop high-end innovative event programs, including expanding online opportunities to garner support.
- Serve as a liaison with attorneys, accountants, financial advisors, and other intermediaries and work to strengthen the foundation's role as a philanthropic partner with professional advisors.



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- Maintain effective communication with current and prospective donors and serve as a point of contact with other potential partners for the foundation.
- Engage current and past trustees in partnership and philanthropic support.

Management (30%)

- Support and partner with the CEO and board members on all major fundraising initiatives.
- Lead and adapt department systems such as moves management and management by objective.
- Collaborate with the Chief Financial Officer/Chief Operating Officer (CFO/COO) to develop and implement CFBC's financial strategy.
- Actively work with the CEO and senior staff to develop and implement a comprehensive development strategy to include individual and institutional donors.
- Identify, develop, and mentor the development team.
- Work with direct reports on their personal and professional development.
- Achieve applicable strategic objectives toward equity by implementing individual, departmental, and organizational action plans.
- Create and manage department budget.
- Provide leadership for the board's development committee.
- Provide leadership and coordination of fundraising priorities in support of the Foundation's strategic plan.
- Serve on the foundation's leadership team and as an example of its organizational culture.

Skills and Competencies

- 10-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources).
- Tangible experience of having expanded and cultivated existing donor relationships over time.
- Excellent oral and written communication skills; ability to engage and influence a wide range of donors and build long-term relationships.
- Proven management experience, including managing and mentoring a team of fundraisers.
- Knowledge of and fluency of donor-advised funds and strong financial and investment acumen
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight and as a team player who will productively engage with others at varying levels of seniority within and outside CFBC.
- Bachelor's degree required; master's degree preferred.
- High energy and passion for CFBC's mission is essential, including a commitment to seeking ways to create a more equitable Boulder County.
- Ability to construct, articulate, and implement annual strategic plan for the development department
- Strong organizational and time management skills with exceptional attention to detail.
- A professional and resourceful style; the ability to manage multiple tasks and projects at a time.
- Experience with capital campaigns preferred.

Compensation

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$130,000 - \$160,000. CFBC offers a competitive benefits package including paid time off, retirement contribution and match, parking pass, and Limited Health Reimbursement Account (employer funding of \$2,000 per year).

Application Process

Interested applicants should send a cover letter and resume in a single file PDF to Hannah@commfound.org with the subject line "VP Dev." No calls please.

The deadline for applications is 5 pm, Friday, February 16, 2024.



Community Foundation
Boulder County

Non-Discrimination Policy

Community Foundation Boulder County is dedicated to the principles of equal employment opportunity (EEO) in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, national origin, genetic information, disability, or any other status protected by state or local law.

Community Foundation Boulder County practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized are especially encouraged to apply.