

## Rocky Mountain MS Center

**Position:** Development Director

**Reports to:** CEO

**Supervises:** Database Manager, Events & Volunteer Manager, Contract Grant Writer

**Status:** Salary, full-time

**Position Summary:** In collaboration with the CEO, the Development Director manages a comprehensive fundraising program. Primary areas of focus are: major gifts, multiple-year/monthly pledges, grateful patient program, planned giving, annual campaigns, individual and corporate gifts, grants and oversight of annual gala/events.

### **Specific Responsibilities/Accountabilities:**

- Establish and meet individual short and long-range goals, including specific development goals.
- Act as Staff Lead with the Development Committee.
- Plan and manage effective prospect identification, cultivation, solicitation, stewardship and recognition programs and strategies for major donors and prospects.
- Manage all fundraising campaigns and appeals.
- Supervise Database Manager, Special Events & Volunteer Manager and Contract Grant Writer.
- Supervise Database Manager to ensure recording of gifts, acknowledgment and recognition all gifts according to established guidelines, accurate/timely reporting, and overall integrity of database is maintained.
- Provide direct supervision to Special Events & Volunteer Manager to ensure success and growth of annual gala, Multiple Summits for MS (MS4MS), and third party events.
- Work with grant writers to renew and grow foundation and pharma grant support received by RMMSC. Responsible for tracking of grants or management thereof. Help establish and maintain foundation/grantor relationships.
- Work with internal pharma team to build and grow relationships with pharmaceutical companies. Responsible for oversight of pharma fundraising.
- Responsible for developing sponsorship cultivation/stewardship plan and soliciting sponsors related to gala and MS4MS.
- Develop, implement and review development policies and procedures related to development on an annual basis and recommend revisions as needed.
- Work with Marketing & Communications Manager on social media and email campaigns, as well as collateral materials such as brochures, etc.
- Prepare reports as needed regarding progress towards established fundraising goals.

- Represent the RMMSC at community events as appropriate.
- Actively participate in professional membership organizations and continuing education opportunities for fundraising professionals.
- Monitor trends/best practices related to philanthropy and charitable giving.
- Develop and maintain a strong working knowledge of the RMMSC's mission and activities in order to effectively educate prospects and secure their support.
- Manage planned giving program.
- Develop and implement initiatives to increase monthly giving.
- Attend Board of Directors meetings.
- Participate in preparation of the annual budget.
- Work with CEO to support relationship and collaboration with the University of Colorado Advancement Office and physicians at RMMSC at CU.
- Support the CEO and Development Committee with other efforts as requested.
- Other duties as assigned.
- Ability to work flexible hours, including occasional evenings and weekends as needed.
- Possess and maintain a valid Colorado driver's license and an acceptable motor vehicle record.

#### **Preferred Qualifications:**

- Bachelor's degree, preferably but not required, in related area of study.
- Minimum of five years of management-level fundraising experience in the Denver Metro area with a proven track record in cultivation of major donors and securing individual gifts of at least \$10,000. Verifiable success in raising a minimum of \$500,000 annually through events, individual and corporate gifts.
- Demonstrated knowledge of fund development theory and practice.
- Understanding of planned giving instruments and their execution.
- Excellent oral and written communication skills.
- Outstanding interpersonal, time management and organizational skills, with meticulous follow-up ability.
- Self-motivated, team player with the ability to work with minimal supervision.
- Ability to work collaboratively with staff, Board members and leadership volunteers to ensure that all development activities are keeping with the mission of RMMSC.
- Ability to establish rapport and build trust with potential and established donors.
- Verifiable experience working effectively with Board members and major donors.
- The ability to work flexible hours as needed.
- Strong working knowledge of Raiser's Edge highly desirable.
- Experience working with pharmaceutical companies appreciated, but not required.

**\*Resumes may be sent to [gina@mscenter.org](mailto:gina@mscenter.org)**