



Director of Development

Full-time, hybrid (based in Denver)

Application Deadline: Monday, March 25th
Updated: 3/8/24

Position Summary

If you want to join a small, dynamic team making an outsized difference in the social impact sector, consider applying to our non-profit, Social Venture Partners Denver ([SVP Denver](#)). We amplify the impact of local nonprofits and social mission organizations addressing economic and health inequities in Metro Denver by connecting them to the support and expertise they need to thrive.

You'll get to work with hundreds of social impact leaders and collaborate with a growing network of businesses, funders and individual Partners to deliver high quality training programs, community events and collective giving experiences.

In our 20+ year history, we have:

- Provided over 25,000 hours of free, skills-based support
- Driven \$26M+ into local impact initiatives
- Supported 350+ local social mission organizations

SVP Denver serves in a unique space between social mission organizations and individual community members (our Partners), corporations, foundations, and other philanthropic organizations.

This role is unlike other development positions in that you will work with our highly engaged Partnership, helping to generate resources for SVP Denver and the organizations we serve.

We are committed to a trust-based, relational approach and value long-term relationships. Our core values are community, impact, equity, power-shifting, creativity and curiosity, and we seek a candidate who shares these values.

The Director of Development, a new position at SVP Denver, will be responsible for driving development strategy and activities for SVP Denver in order to raise funds for organizational operations and programs. They will join an equity-focused team that believes in engaging and

learning, connecting and collaborating, inclusivity and respect, as well as taking risks to grow. We've tripled our annual impact since 2021 and have exciting growth opportunities ahead.

We're committed to building a culturally diverse team and welcome applications from individuals regardless of background, race, sexual orientation or any other personally defining attribute. We encourage every person who is interested to apply - even if you don't match 100% of the job description or skills listed below.

Essential Functions

- Design and implement a comprehensive Development Funding Strategy and Plan annually that maintains the fiscal health of the organization and provides future financial resources for growth and expansion including but not limited to: grant writing and management, corporate major giving, Partner engagement, annual appeal development and management, and fundraising events (currently at 1 or 2 small events per year, but we're open to growth).
- Conduct philanthropic / funder education for Partners or prospective investors.
- Cultivate, engage, and strengthen relationships with Partners.
- Develop strong relationships within the community to foster a positive image so that companies, schools, civic organizations and individuals will make SVP Denver a primary target for their funding.
- Act as primary point of contact for Partners, funders, donations and fundraising event inquiries.
- Collect, organize, and maintain a complete and accurate database of donors and funding received. Create funding targets for the board of directors. Establish tracking tools and monitors monthly.
- Design and produce annual giving campaign, as well as marketing, promotional and outreach materials for development.
- Work collaboratively with the SVP Denver team and be present in the office for team and other internal meetings.
- Perform networking at selected community and leadership events.
- Deliver presentations on programs to various community groups, corporations, and other groups of prospective Partners, investors, or stakeholders.

Role Skills and Qualities

- **Fundraising and Development:** Skill in cultivating donor relationships, from prospecting to closing, and setting strategy for fundraising and development.
- **Strong Attention to Detail:** Interest in creating new systems and structures to support the work. Ability to quickly learn procedures and improve systems.
- **Community Engagement:** Interest or experience in building relationships and engaging in our community.
- **Strong Communicator:** Clear communication and concise, professional writing skills, both in more formal communications and in more informal spaces such as social media. Comfort with facilitating events.
- **Relationship-BUILDER:** Interest in building relationships and communicating with diverse audiences with empathy and good listening skills.
- **Software Proficiency:** High comfort level using and learning a variety of software and online tools. A working knowledge of Salesforce, WordPress, Google Drive/Email/Suite and Trello (or other project management software) is helpful.
- **Small Team Experience:** Comfort in entrepreneurial spaces with small teams, including the ability to create systems and embrace ambiguity.

Experience

Three to five years of development experience preferred.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time.

Schedule and Work Environment

The Director of Development will work a standard 40 hours/week schedule and report directly to Rich Shockey, CEO. There are no direct-reports for this position.

The individual for this role must be physically based in the greater Denver area. We do not offer relocation assistance but do offer a flexible work environment, which typically includes 2-3 days work from home and 2-3 days in-person at a shared office space on the Clayton Early Learning campus. The position will occasionally be asked to be present at evening events.

Salary Range

\$80,000 per year (exempt) + Benefits

Benefits

Medical, Dental, Vision, Life Insurance, Short and Long Term Disability, LifeLock, Telehealth and 401k (may be offered after one year). Paid time off benefits include Holidays, Sick Leave and Vacation.

To Apply

Submit your application via our website form located [here](#). In your cover letter, address your background and experience in each of the areas above and why you are interested in learning more about SVP Denver. Please be specific. Applications will be accepted on an ongoing basis until the position is filled.

Timeline

The priority application deadline is Monday, March 25th and we will continue accepting applications until the role is filled. We will be notifying individuals about follow up zoom interviews on a rolling basis.

- March 11-25 - Priority application period
- March 26-April 10 - Interview window (1st, 2nd, and final)
- April 12 - Reference checks
- April 15-19 - Notification of status of role
- Target Start Date - as early as April 15, flexible depending on applicant needs

About CNDC

SVP Denver is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees. For more information on CNDC, please visit www.cndc.org.