



**The Gathering Place®**  
*a refuge for rebuilding lives*

## **VICE PRESIDENT OF DEVELOPMENT**

[www.tgpdenver.org](http://www.tgpdenver.org)

### **About The Gathering Place:**

Founded in 1986, The Gathering Place (TGP) is the only daytime drop-in center in metropolitan Denver that serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. We believe deeply in the power of our community and continually work to make it stronger. We also believe in hope as an important change agent and hold hope for everyone. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance.

**This position reports to:** President/CEO  
**FSLA Exemption Status:** Full-Time, Exempt

**Department:** Development

### **Position Overview**

The VP of Development oversees and manages all aspects of the organization's fundraising and external communications strategy, development, and execution. As the leader of a team of fundraising professionals with distinct fundraising roles, the VP of Development ensures fundraising and marketing efforts are well-coordinated across channels, aligned with overall organizational goals, and consistent with TGP's mission and values. Additionally, in conjunction with the President, the VP of Development carries primary responsibility for developing messaging, and stewarding/soliciting major gifts. The VP of Development is also responsible for forging new relationships to build TGP's visibility and financial resources, and cultivating individual and philanthropic support in order to grow TGP's \$2.9 million annual budget.

The VP of Development provides guidance and support to TGP's Board of Directors in their fundraising efforts, ensuring their efforts align with and elevate TGP's overall fundraising strategy and goals. As a member of the organization's executive leadership team, the VP of Development works closely and collaboratively with the President and the VP of Programs & Services to advance the organization and achieve strategic goals.

### **Supervisory Duties**

Recruits, hires, trains, and provides on-going supervision, mentorship, and professional development support to all staff in the Development Department, as well as managing contractors and vendors as needed. Ensures the Development Department works as an effective team to advance the organization's financial capacity. The Development team currently consists of the Senior Grants Manager, Business Relations Manager, Digital Fundraising Manager, and Development Associate.

### **Essential Duties/Responsibilities**

- Develop and implement a comprehensive development strategy and annual fundraising plans to ensure short- and long-term revenue targets are met.

- Plan and lead execution of fundraising campaigns and activities. Using validated and consistent metrics, evaluate the efficacy of fundraising campaigns. In conjunction with the President, develop or revise metrics and evaluation criteria as needed.
- Support and partner with the President/CEO and board members on all major fundraising initiatives.
- Collaborate with TGP's executive leadership team to develop and execute short- and long-term fund strategies.
- Establish and nurture a culture of philanthropy with staff, Board members, and supporters in the Colorado community.
- Foster and enhance a culture of accountability and continuous improvement within TGP using data and performance metrics to guide, support, and strengthen development activity. Provide and present statistical analysis and fundraising metrics to Board and senior leaders.
- Oversee research efforts of funding sources and trends, with foresight, to help position TGP ahead of major funding changes and trends.
- Maintain a personal relationship with a dynamic portfolio of individual annual donors; secure major, capital, and planned gifts, as well as multi-year annual gifts – as appropriate to TGP need; execute successful moves management strategies to ensure growth of TGP's annual fund.
- Implement a stewardship program aimed at cultivating deeper ties with donors.
- Implement and manage a marketing/communications strategy to create a hospitable external environment to drive increased levels of support for TGP; emphasize increasing digital engagement from all audience cohorts on all relevant platforms.
- Monitor and regularly report on the progress of the development program.
- Develop and mentor the Development Team.
- As a member of the executive team, participate in providing collective leadership for the agency to advance the TGP mission, set agency goals, develop strategy, and ensure the strategy is executed effectively.
- Consistently model TGP's values and guiding principles in interactions with staff, donors, volunteers, members, and other key stakeholders.

### **Job Qualifications**

- Demonstrated ability to serve as an effective team member on the executive leadership team and collaborate with other team members to provide unified organizational leadership and direction.
- Excellent leadership skills, with a demonstrated ability to foster a positive and productive work environment that promotes professional development and retention of skilled team members.
- Ability to develop and implement both annual and multi-year strategic development plans, emphasizing creativity and innovation while maintaining a focus on return on investment.
- A professional, adaptable, and resourceful style, with the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Keen analytic, organizational, and problem-solving skills that support and enable sound decision-making in order to effectively create processes within the department to identify, cultivate, close, and subsequently steward donors.
- Demonstrated ability to integrate data analysis and key fundraising metrics within all aspects of work.
- Ability to utilize and leverage fundraising/donor management software effectively to maximize efficiency and drive decision-making; preferably experience with Blackbaud Raiser's Edge (including NXT interface).
- Strong understanding of digital fundraising techniques and best practices.
- Strong understanding of marketing best practices and experience executing or overseeing core marketing functions including branding, copy, design, audience segmentation, and overall strategy.

- Strong understanding of grants management and best practices for effective grant-seeking.
- Tangible experience of having expanded and cultivated existing donor relationships over time.
- Knowledge of and experience with local and national public and private grant resources (corporations and foundations) for restricted and unrestricted funding, specifically in the social services sector.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Excellent interpersonal skills supported by a high degree of emotional intelligence, including the ability to lead and communicate with transparency, humor, and empathy.
- Ability to work constructively through conflict in a diplomatic way, and facilitate discussion to problem solve with resilience.
- Strong organizational skills and time management skills, with exceptional attention to detail.
- In-depth knowledge of philanthropy, including best practices and emerging trends, and desire to share knowledge with others.
- Commitment to TGP's values including a strong commitment to equity and inclusion.
- A strong work ethic and unwavering standards of personal and professional integrity, including impeccable confidentiality and the ability to be tactful and discrete, particularly in sensitive matters related to employees, donors, and TGP members.
- High energy and passion for The Gathering Place's mission is essential.

### **Education and Experience**

- Bachelor's degree in communication, public relations, marketing, journalism, nonprofit management, or related field; Master's degree preferred.
- At least 5 years' experience in nonprofit development/fundraising positions (managing and forging relationships with multiple donor sources) with increasing levels of responsibility; demonstrated success in raising at least \$2 million annually.
- At least 2 years' experience managing and leading a nonprofit fundraising department; demonstrated success forming, maintaining, and motivating a strong and effective team utilizing a collaborative and inclusive leadership style, and demonstrating the ability to be an effective delegator and developer of top talent while fostering a culture of innovation.
- Directly relevant experience may be substituted for degree on a case-by-case basis.

### **Physical Activities**

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with donor and foundation inquiries. Must be able to exchange accurate information in these situations.
- Regular travel within the Denver Metropolitan area is required. If transportation is by driving a personal vehicle, you must have a valid, current driver's license recognized by the State of Colorado and carry personal auto insurance with minimum coverage amounts specified by The Gathering Place's liability insurance carrier.

### **Five Key Attributes for Hiring at The Gathering Place**

- Positive and willing to learn
- Collaborative

- Open-minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

**Compensation:** Salary range is \$73,000- \$90,000 annually, depending on skills and experience. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

**To Apply:** No phone calls, please. Posting open until filled. E-mail resume and cover letter to: Julia Stewart, ~~Recruiter~~ CEO at [julia@tgpdenver.org](mailto:julia@tgpdenver.org)

*The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry, and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.*