



Director of Development

RISE Colorado is looking for a dynamic professional with demonstrated success—prospecting, securing, cultivating, and managing government and foundational grants—to join its Executive Team! The successful candidate will bring imagination, creativity, and drive to the work of identifying funding opportunities and envisioning, developing, and carrying out organizational initiatives via prospecting and cultivating potential funders/investors. The purpose of this position is to support and oversee the organization’s efforts to solicit competitive grants in coordination with the Chief Executive Officer (CEO).

Interested individuals should complete the online application [here](#) and submit a cover letter, resume, and contact information for three professional references to opportunities@rise-colorado.org with the subject line: RISE Director of Development Role.

Skills

The successful candidate will have strong familiarity with writing proposals for foundation grants in excess of \$50,000.00 coupled with:

- The ability to work with and motivate staff, board members, and other volunteers
- A desire to get out of the office and build external relationships
- Having initiative, being goal-driven to initiate donor visits and fundraising calls
- Organizational skills exhibiting “follow-through” on tasks and goals
- Ability to shift between big-picture development strategy, hands-on relationship building, and detail-oriented grant work
- Displaying a positive attitude, showing concern for people and community, demonstrating presence, self-confidence, common sense, and good listening ability
- Clear and compelling writing abilities
- A strong ability to manage projects
- Excellent interpersonal skills
- Proficiency with the Google and Microsoft suites of products, including but not limited to Google Drive, Google Docs, Google Sheets, Microsoft Word, and Microsoft Excel
- Familiarity with content management systems and web-based platforms such as WordPress, Zoom, Vimeo, etc.

Primary Job Duties

- Create a comprehensive Development Plan and devise broad strategies to accomplish fundraising goals
- Work in conjunction with the CEO and CSO to develop strategies for long-term sustainable funding
- Assess budget, resources, and responsibilities for each individual campaign
- Create briefing materials for meetings
- Draft, read, and edit all grant proposals and reports
- Oversee creation of publications to support fundraising activities
- Create and manage Development & Grants Calendar



- Develop and direct an annual fund program including communication and annual fundraising drives
- Supervise and carry out research to identify prospects and their interests given patterns and other strategic information.
- Create Individual Stewardship Plans for top 50 Donors
- Prospect for new donors daily
- Coordinate fundraising special events
- Act as primary contact with new corporate partners and prospects
- Cultivate and steward individual and major gift donors
- Retain, cultivate, and develop key foundation relationships
- Manage and maintain Development Database and track correspondence
- Cultivate and steward corporate relationships
- Manage the list creation of 50 corporate prospects to solicit for meetings
- Maintain gift recognition programs
- Cultivate and steward individual and major gift donors
- Complete Call Reports following all donor meetings and maintain the database in which they are housed
- Partner with accounting and operations to streamline efficiency
- Assist in annual audit preparation
- Reconcile development and accounting finances monthly
- Reconcile development and accounting finances by campaign annually
- Assist in developing annual budget
- Code donations and ensure processing
- Maintain database complete with all gifts/donations
- Maintain accurate records regarding financial standing of income and expense
- Supervise Data and Development Associate

Compensation & Benefits:

Commensurate with experience.

This opportunity is complemented by a generous benefits package, including: paid time off, health, dental and vision insurance, and 401(k) with employer contribution.



Application:

You must complete the two steps below if you would like to be considered for this position:

1. Fill out [RISE's online application](#)
2. Email your cover letter, resume and three professional references to opportunities@rise-colorado.org with the subject line: RISE Director of Development Role

If these steps are not completed, you will not be considered for this position.

We will only contact candidates chosen for further consideration. No phone inquiries please.

RISE Colorado is an equal opportunity employer fully committed to achieving a diverse workforce. RISE Colorado does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.