



Job Title:	Director of Development
Division:	Development
Job Classification:	Full-Time, Salaried Exempt Position
Job Relationships:	Reports to the Executive Director

Job Responsibilities

Fund and Donor Development

- Identifies, cultivates, solicits, and stewards donors and prospects, prioritizing those capable of giving four figure and higher gifts, including individuals, corporations/businesses, and/or foundations, through visits and other forms of contact in accordance with performance targets set in collaboration with McKee Wellness Foundation’s strategic plan and annual goals.
- Conducts research to identify prospects (individual, corporate/business, and foundation), prioritizing those with giving capabilities exceeding \$25,000, creating strategies to match prospects’ interests to the priorities of the Foundation.
- Manages a portfolio of corporate, foundation, and individual donors and takes a leadership role in donor retention and moves management strategy and activities.
- Directs and manages existing and prospective campaigns in collaboration with Executive Director, Board of Directors, and staff. Leads campaign strategy and creation of materials, including case statement and other presentation collateral.
- Oversees and directs efforts of fundraising volunteers and assists CEO with Board of Director support, training and development.
- Builds and nurtures relationships with donors and stakeholders through various methods, including the implementation of giving and legacy society programming.
- Makes effective use of McKee Wellness Foundation’s constituent management database and other organizational resources to ensure appropriate tracking of donors, prospects, and volunteers, as well as reporting on outcomes, in coordination with Foundation objectives, industry best practices, and IRS guidelines.
- Manages and documents acknowledgement process to ensure all engagements are conducted in a manner consistent with stewardship best practices and IRS guidelines.
- With the support of the Business Director, assists in completing grant proposals for current and prospective grants to the Foundation.
- Manages employee giving campaign, engaging Banner Northern Colorado staff members.
- Assists in and/or leads short- and long-term strategic planning activities to create and implement fundraising goals and objectives.
- Serves and a key member of fundraising event committees and participates in pre-event, event day, and post-event activities.

Community Engagement

- Researches, writes, edits, and/or oversees the preparation of persuasive and accurate proposals, case statements, reports, correspondence, and other communication materials in support of the organization's fundraising activities.
- Works with the marketing coordinator to create marketing materials, including brochures and social media content to enhance the McKee Wellness Foundation brand and promote fundraising efforts.
- Plans and conducts programs and activities designed to increase the visibility of the organization across the Northern Colorado community.

Requirements

- Minimum of a bachelor's degree and five years of nonprofit fund development experience. Advanced degree in nonprofit management, business, or related field and CFRE a plus.
- Prior fundraising experience in a community foundation or other grant-making public charity desired.
- Database management fluency in Donor Perfect or similar constituent management program.
- Proficiency in Microsoft Office programs.
- Excellent organizational, written, oral, and interpersonal communications skills.
- Public speaking experience required.
- Professional demeanor and proven emotional intelligence, work ethics, and integrity skills.
- Ability to work a varied schedule including weekends and evenings as required.
- Ability to work independently and as a member of a team.
- Demonstrated project management skills and ability to effectively lead multiple long and short-term projects concurrently, through planning, prioritization, coordination, and self-management.
- Ability to maintain privacy and exercise confidentiality on sensitive matters.

Compensation and Benefits

- Compensation \$73,000 - \$89,000 annual salary, based on applicable education and experience
- 401(K) program with employer contribution
- Employer-paid health care benefits
- Unlimited PTO and paid holidays
- Flexible work hours and locations

McKee Wellness Foundation conducts background checks and DMV checks prior to employment. McKee Wellness Foundation is an equal opportunity employer.

To apply, please email a current resume and cover letter, listing salary requirements, to jobs@mckeefoundationco.com.