



Transforming Parents' Lives. Improving Children's Futures.

Date: May 2018
Job Title: Director of Development and External Communications
Job Classification: Exempt
Reports To: President and CEO

Position Summary:

This position provides vital leadership for the contributed revenue, volunteer services and external relations functions of Warren Village. The Director of Development and External Relations has overall responsibility for the creation of an inspiring vision, planning, implementation and evaluation of the fundraising and external relations programs in alignment with the organization's strategic goals. The Director will mentor, manage and motivate 4-5 team members to ensure successful achievement of all department objectives. Warren Village's current contributed revenue budget is just under \$2.4M.

Warren Village is a unique and well-respected family community in Denver helping motivated low-income, previously homeless single parent families move from public assistance to personal and economic self-sufficiency through subsidized housing, on-site nationally accredited childcare, intensive case management, education guidance and career development.

Core Development Responsibilities:

- Serve as an action-oriented leader and motivator for fundraising, volunteerism and communications, both internally and externally – generating support and revenue for Warren Village's mission and programs.
- Drive immediate and long-term strategic fundraising strategy, cultivation, stewardship, moves management and crossover engagement throughout the organization.
- Continually maximize fundraising for Warren Village programs, operations, special projects and capital improvements through foundations, corporations, individuals, civic organizations, United Way, and events.
- With the CEO, engage the Board in fundraising, stewardship efforts, identification of new donors, re-capture of past donors and moving donors to the next level in accordance with strategic priorities.
- Build, manage and grow a portfolio of donors capable and inclined to give \$5,000 or more to Warren Village. Design and implement cultivation and solicitation activities for personal use, trustees and the CEO.
- In conjunction with the Manager, Foundation & Corporate Relations, identify, solicit and secure funds from current, lapsed, or new foundations. Maintain strong relationships with foundation staff, providing detailed information about programs, services and grant funds regularly, and in a timely manner.
- Facilitate the work of the Development & External Relations Committee, with trustees and the CEO.
- Direct all aspects of Warren Village fundraising events in coordination with staff and CEO, as appropriate.
- Actively engage program staff in developing investment opportunities and reporting of outcomes.
- Maintain an active presence in the community, attending events, forums, trainings and networking opportunities – always with the objective to broaden Warren Village's visibility and reach.
- Engage with corporations, civic groups, United Way or other venues as a means to inform, inspire, and ultimately seek financial support from a broad community constituency.

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- Extend and build upon Warren Village's sophisticated, engaging and systematic process of prospect identification, cultivation, solicitation and acknowledgement.
- Identify and build relationships with planned giving donors and prospects through high-touch communication and engagement.
- Identify, solicit and secure funds from current, lapsed or new businesses to support operations and programs of Warren Village. Integrate volunteer and sponsorship opportunities into business relationships to create mutually beneficial environment for corporate funders.
- With the team, prepare evaluations and reports of fundraising activities and organizational accomplishments for funders, the Warren Village Board of Trustees and the community.
- Oversee development of all written materials, including correspondence, solicitation materials, acknowledgements and regular communications as part of the stewardship program.
- Work closely with the Director of Finance to ensure financial accountability and appropriate reporting on revenues, expenditures and forecasts relative to the development department and overall budget.
- Participate on the Leadership Team, assisting the CEO with strategic and operational planning.

Core External Relations Responsibilities:

- Work closely with the Manager of Design & Communications and Media Consultant on messaging and communications to current and/or potential donors and the broader community.
- Continuously work to elevate the Warren Village brand through materials and communications.
- Draft messaging and content on key communications, and provide input on all written materials.
- Be active and responsive to media and partnership opportunities, ensuring smooth and prompt communication.

Professional and Personal Qualifications

- Broad understanding of fundraising principles and ethics; gift modalities; donor stewardship and accountability.
- Demonstrated fundraising success at or above current Warren Village contributed revenue levels.
- 5-8 years of directly related work experience with soliciting funding from a variety of sources, including foundations, businesses, individuals, civic organizations and special events.
- 3-5 years with direct individual donor cultivation, solicitation and stewardship. Knowledge of and comfort with major donors essential.
- Deep sense of ownership and a strong commitment to leading a comprehensive development strategy.
- Possess a spirit of innovation and a love for learning new ways of working with a variety of constituencies.
- Keen ability to develop short-term and long-term plans, then to measure and adapt the plans so they are most beneficial to the organization and clients.
- Excellent speaking/writing, intuitive communication skills and listening/interpersonal skills required.
- Well-developed interpersonal skills and the ability to work well with all audiences. Ability to engage other staff, community members and volunteers.
- Strong knowledge of budget planning, monitoring and reporting.
- Naturally creative, curious and interested in new approaches to the work.
- Strong leadership and management skills.
- Self-motivated and highly disciplined.
- Excellent computer skills in Microsoft Office essential and knowledge of fundraising software desirable.
- Ability to maintain strict confidentiality
- Energetic and adept at working within a fast-paced, flexible environment.

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- Ability to work flexible hours when needed.
- Bachelor's Degree required.
- Familiarity with the Denver philanthropic community preferred.
- Strong commitment to the mission and values of Warren Village.

Salary & Benefits: This is a full-time position with an attractive and comprehensive benefits package and salary commensurate with experience. **To Apply:** Potential candidates should email a resume, cover letter, and salary requirements to careers@warrenvillage.org with the subject header Director of Development and External Relations. Submissions that do not include a cover letter and salary requirements will not be considered. **Warren Village values diversity and inclusiveness.**