



Transforming Parents' Lives. Improving Children's Futures.

Vice President of Development

Reporting to the President and CEO, the Vice President of Development (VPD) serves on the leadership team of Warren Village and is responsible for the strategy, oversight and implementation of all fundraising, marketing, volunteer and resource development activities. The VPD manages, mentors and motivates a team of five development professionals in a relationship-based approach to increasing awareness, revenue and resources for the organization. Focused on creating and implementing the vision, plan, tactics and infrastructure needed to significantly increase contributed revenue above the current \$2.4M annually raised, the VPD oversees all aspects of the cultivation and stewardship of major gifts, federal and state grants, corporate partnerships, special events, volunteers, and foundation support.

The VPD expands and diversifies Warren Village's donor base and pipeline by coaching and partnering with the President and CEO, organization and development team members, the board of trustees, committees, and other ambassador groups. The VPD confidently and charismatically builds and deepens donor relationships, Denver connections and civic partnerships. This position helps creatively elevate the brand, inspires the community and represents the organization. The VPD plays a critical role in the future success and expanded impact of Warren Village.

Core Responsibilities

Leadership, Strategy and Oversight

- Create and oversee the implementation of a short- and long-term development strategy as an action-oriented, results-driven leader for fundraising, communication and volunteerism
- Build, develop and mentor the development team including direct supervision of 4 team members
- Create team performance metrics, set annual goals with milestones and benchmarks, monitor and report results, and regularly evaluate the effectiveness of the fund development program
- Participate on the Leadership Team, assisting the President and CEO and Team with strategic, operational and financial planning
- Collaborate with program directors to ensure alignment of need and revenue opportunity, building trust and mutual engagement along the way
- Collaborate with the Director of Finance to develop and implement the contributed revenue aspect of Warren Village's financial strategy, ensure financial accountability and clarity (particularly in regard to foundation revenue tracking), and create and maintain Development revenue and expense budgets
- Lead campaigns related to capital fund or endowment fund efforts

Fundraising and Relationship Management

- Serve as the organization's major gifts officer by personally managing relationships and growing a portfolio of major individual and corporate donors.
- Design and implement relationship-based moves management activities for the Development team, President and CEO, and trustees to deepen connections with all donor types
- Lead strategic efforts to identify, cultivate and significantly expand corporate partnerships
- Create and manage connections to high net worth individuals

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- Routinely analyze donor revenue, implement changes in response to evidence and report to the CEO, Development team, Leadership team and trustees as needed
- Oversee and partner with the Manager of Foundation & Corporate Relations to identify, solicit and secure funds from current, lapsed, and new foundations and corporations
- Oversee and partner with the Donor Relations Manager to maximize individual, event and annual appeal fundraising strategies
- Manage, track results, and refine the development of all written donor materials, including correspondence, solicitation materials, acknowledgements and regular communications as part of the stewardship program, with emphasis on efficiency and responsiveness.
- Create and implement planned giving program in partnership with other relationship managers

Board, Committee and Community Engagement

- Engage the board (using creativity, differentiation and persistence) in all facets of the annual fundraising strategy with a focus on the identification, cultivation and stewardship of new, lapsed and upgrading donors
- Facilitate the work of the Development & External Relations Committee, in partnership with the committee chair and trustees
- Participate as needed in the creation and activation of additional Development-related committees, ambassador groups and community initiatives
- 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, United Way and other organizations to inform, inspire and broaden support from the community

External Relations

- Oversee and partner with the Manager of Design and Communications and Media Consultant to elevate the Warren Village brand, refine key messages and increase awareness throughout the community and within the organization
- Assures the creation of a strategic, comprehensive external relations and communications plan aimed at brand elevation and revenue enhancement
- Draft messaging and content on key organization communications and provide input on all written materials
- Actively respond to media and partnership opportunities a directed by the CEO, ensuring smooth and prompt communication
- Oversee volunteer engagement and its connection to pipeline development

Qualifications and Requirements

- High energy and passion for Warren Village's mission is essential
- Minimum of seven years of professional experience in a nonprofit organization including *demonstrated* success in a development leadership role with personnel management responsibilities
- Tangible experience of cultivating and expanding existing and new donor relationships with a focus on individual and corporate giving



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- Experience creating, implementing and managing a relationship-based moves management system with multiple relationship managers
- A strategic thinker who can support and advise the President and CEO on issues related to fundraising and programmatic growth, organization replication and the pivotal role partnerships play
- An inclusive and collaborative leader who can develop, inspire and empower their team to exceed current performance levels
- A confident individual who can manage up to the CEO and Board and understands the intricacies of working with a Board of Trustees
- Bachelor's degree

Skills and Abilities

- Excellent communication skills, both written and oral, with the ability to influence and engage a wide range of donors and build long-term relationships
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Energetic with an understanding of the value of creativity
- Experience with sophisticated (high frequency, analytically robust) use of donor management software
- Possess a spirit of innovation and a love for learning new ways of working with a variety of communities
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside Warren Village
- Strong organizational and time management skills
- Exceptionally conscientious with incredible attention to detail
- Experience working with all Microsoft Office applications

Compensation and Benefits

- Compensation commensurate with experience
- 403(b) plan with company match up to 2%
- Group health, dental, and vision insurance (low to no cost premium plans offered)
- \$400 monthly stipend for health and other benefit costs
- Paid holidays – 9 to 10 per year currently
- Generous Personal Time Off (3 weeks per year in first year, 4 weeks in subsequent years)
- Generous sick time (8 days per year)
- Professional Development allocation

To Apply: Please send a cover letter, resume, and your salary requirements to:

careersVPD@warrenvillage.org All applications are to be submitted electronically. To learn more about this position and our work, please visit us at WarrenVillage.org.

Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.