



Title: **Development Director**

Reports to: **President**

Location: **Denver, Colorado**

THE ORGANIZATION

Scholars Unlimited is a non-profit organization that provides high-quality, comprehensive after school and summer learning programs to elementary school children in metro Denver. Our mission is to support low-income, academically struggling young learners by providing rigorous literacy instruction and enrichment in order to help students achieve measurable success and to inspire life-long learning. We collaborate with school districts and generally provide our programs in the schools our students attend. Currently, our programs are offered in Denver, Aurora and Westminster public schools.

SCHOLARS UNLIMITED OFFERS

- Summer Scholars – full day summer programming
- Ready Scholars – full day summer programming for rising kindergarteners
- Next Generation City Builders – STEM focused summer enrichment programming
- Scholars After School – after school programming

THE POSITION FUNCTION

In partnership with the President and Board of Directors, the Development Director leads all aspects of the development strategy and communication for Scholars Unlimited. As part of the management team, the director participates in setting the organizational budget and strategic direction of the organization. The director develops and maintains relationships in the community on behalf of Scholars Unlimited.

Fundraising responsibilities include grant development, individual donor cultivation with a strong emphasis on major gifts, grant writing and reporting, special event coordination, oversight and planning for annual fund appeals and corporate gift solicitation.

Communication responsibilities include managing overall organizational communications including annual reports, e-newsletters, webpage design and content, media relations, and social media.

RESPONSIBILITIES

- **Planning and Executing for Financial Stability**
 - Increase organization's resource development capacity resulting in a broadening of the organization's base of support, diversification of revenue streams, and an increase in targeted revenue streams.

- Based on evaluation of current revenue streams and visualization of new sources of revenues, help implement the structural changes that may be needed to maximize those new streams.
- **Fundraising**
 - Increase the organization's capacity to meet and exceed identified contributed income goals.
 - Design and implement all fundraising plans for major gifts, annual giving, planned giving, endowment, special events and projects, and all other solicitations for contributed income.
 - Oversee the development of all written proposals for funding from all constituents, including individuals, corporations, foundations, and governmental entities, as well as civic and social funders.
 - A specific area of accountability and focus for this position is major gift fundraising.
- **Development infrastructure**
 - Lead development team, and monitor and report on development team's progress on a regular basis to ensure financial goals are achieved.
 - Maintain a broad and deep knowledge of current best practices, rules, policies, guidelines and procedures related to fund development activities, and ensure that all development office conduct, activities, systems, and procedures strictly adhere to the highest ethical, accounting, reporting, and any other applicable standards.
 - Work with finance and program staff as necessary to ensure that all requirements of funding are met and funding reports are completed.
 - Oversee fund development office systems and procedures to support all fund development projects and operations, including but not limited to the following:
 - Supervision of donor and gift record keeping.
 - Coordination of prospect research activities.
 - Oversight of database management and all records, files, and gift processing.
 - Oversight of pledge reminder and acknowledgement processes.
- **Board of Directors and Development Committee**
 - Support the Mission Support team in the development of strategic and annual fund development goals and strategies.
 - Based on annual budget and strategic fund development goals and strategies, develop an annual tactical resource development plan for recommendation to the Mission Support team and approval by the board of directors.
 - Develop and implement fundraising training for Board, Mission Support team, and other leadership volunteers, as well as staff.
- **Leadership Team and Cross-Functional Responsibilities**
 - As a member of the Leadership Team, responsible for institutional and community relations and relationships; serve as a community liaison and agency representative when indicated; participate in annual program, operations, and

- budget planning and management; and work collaboratively to identify programmatic needs and alignment with funding resources.
- Ensure the identification, recruitment, appropriate training, support and appreciation of a core group of volunteers to assist in fund development activities, including special events and other fundraising programs as needed.
- Work closely with other departments to develop public relations, advertising, marketing and communications strategies, plans, and collateral that support fundraising efforts.
- Work throughout the agency to create and nurture a culture of philanthropy.

- **Communications/Marketing, Public Relations, and Advertising**
 - Oversee communications/marketing function as it relates to resource development.
 - Oversee the production of all fund development-related publications and collateral, including (but not limited to) direct mail campaigns, electronic and print newsletters and other communications, the Annual Report, and website content.
 - Create and implement communication and promotional plans for campaigns and appeals.

CANDIDATE QUALIFICATIONS/EXPERIENCE

Experience:

5 years of development experience in a leadership role. Major gifts experience required.

Experience in public speaking, including being a spokesperson for the organization.

Education:

Undergraduate degree or equivalent work experience required.

COMPETENCIES AND ATTRIBUTES

- A passionate commitment to Scholars Unlimited's mission and students;
- Ability to inspire diverse groups of people, and skills in moving people from vision to action;
- Solid communication skills, including public speaking, interpersonal, and written communications;
- Demonstrated track record of successful fundraising;
- Ability to recognize and adapt to changing circumstances;
- Able to manage multiple priorities;
- Ability to work with diverse personalities;
- Sense of humor.

COMPENSATION

Competitive compensation package, including comprehensive benefits, will be offered.

TO APPLY

Through September 15, 2019, resumes and cover letters will be received at:

president@scholarsunlimited.org