



JOB DESCRIPTION

Job Title:	Director of Development
Location:	Sports Authority Field at Mile High, Denver, CO and some required business in Winter Park, CO
Department:	Development
Reports to:	President/CEO
Supervises:	Development team
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

About the NSCD:

The National Sports Center for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport*. Each year more than 3,100 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of winter and summer sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis. Year-round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

Position Overview:

The Director of Development will be responsible for providing leadership in all development matters of the National Sports Center for the Disabled. In addition, s/he will partner with the Leadership Team and the Board of Trustees to develop and implement development strategies across the organization including: fundraising (individual, corporate, foundation, Civic/Faith, and government sources), donor development, budgeting, community relations, agency collaborations, and networking to independently generate revenue and to build the NSCD’s visibility, impact and financial resources. This is achieved through an active presence throughout the internal and external communities as the leader of NSCD’s development efforts. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace with both attention to detail and global picture of the organization.

Job Duties:

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

Fundraising and Donor Development

Lead the Agency’s development efforts to raise funds from diversified sources to meet projected annual budget and long-term revenue.

- Create, develop, implement and evaluate a development strategy to achieve strategic and annual goals.

- Develop, grow and nurture the Agency's individual donor base, which includes major gifts, planned giving, reengaging lapsed donors and identification of new prospects.
- Oversee timely recognition and relationship development with donors.
- Develop a coordinated program of communication and solicitation strategies involving email and direct mail donor appeals, acknowledgements, phone/mail, impact report and donor engagement focused on shaping a sustainable tradition of annual support.
- Develop and implement capital or comprehensive campaign in the next 3 – 5 years.
- Cultivate and grow relationships with foundations and corporations both local and national for sponsorships and grants.
- Support cutting edge and innovative special events that meet event budget and strategic objectives of the organization.
- Promote the NSCD in community forums, speaking engagements and networking opportunities.

Grants and Contracts

Supervise and support prioritization, research, preparation and submission of grant proposals, contract applications, and grant calendar.

- Write and/or edit grants as appropriate.
- Ensure that all funding proposals and reports are completed in an accurate and timely fashion.

Administration

- Develop and manage development department budgets and annual revenue projections.
- Serve on the Leadership Team as an active and contributing member supporting the organization's mission, vision, core values, strategic goals and objectives; formulating policies; guiding and leading the change process; and evaluating organizational effectiveness as an organizational leader.
- Support and coordinate work of the Board of Trustees.
- Ensure accurate donor database management and timely donor acknowledgements.
- Ensure accurate monthly reconciliation of Development and Finance department revenue data.
- Measure and analyze results of fundraising initiatives to ensure fundraising goals are accomplished and fundraising campaigns are optimized on an ongoing basis; provide regular accountability reports.

Supervision

- Effectively supervise and manage direct reports and provide, by example and leadership, motivation and direction to employees of the organization.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable state and federal employment laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognizing and rewarding employees; corrective disciplinary procedures and practices under direction of the CEO, addressing complaints and resolving problems.
- Conduct annual employee performance reviews in a timely and effective manner. Evaluate performance of employees for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Set the tone of the department to ensure morale, team work, and that the positive employment culture of the organization is maintained.
- Regularly schedule leadership/management, department, and staff 1:1 meetings to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.

- Manage operating budget and report variance to leadership and staff overtime which may impact payroll and budget.

Professional Performance

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive, and appropriate environment through communication and interaction that demonstrates respect for diversity.

Other duties may be assigned

Qualifications

- Bachelor’s or Advanced Degree preferred in a related field (such as non-profit management, communications, public relations)
- At least five to seven (5-7) years of management experience with fundraising, donor development, marketing, staff supervision, funding research, collaborations and financial management
- Experience working with Boards of Trustees as development partners
- Consistent exercise of discretion, confidentiality and independent judgment in the performance of duties
- Good problem solving skills
- Ability to handle multiple tasks and to assess and change priorities based upon agency needs
- Excellent written and verbal communication skills including grant writing and report development
- Ability to communicate and work with a diverse group of people
- Must be computer proficient and possess experience of Microsoft Office Suite & Raisers Edge (or similar donor database software)
- Candidates must meet background check criteria regarding clearance to drive NSCD vehicles.

Work Schedule

This is a full time, year round position. The typical work schedule is Monday – Friday 8:00 am – 5:00 pm. This position may require some weekends and/or evenings to support the needs of the agency.

Salary: A competitive compensation and benefits package is available

Physical Requirements

- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors and clients on a daily basis.
- Able to work for long periods of time without break during the conduct of presentations and events.
- Able to lift 25 lbs. with minimal assistance.
- Able to work outside year round in varying conditions.
- Able to successfully manage multiple, high priority tasks in a fast-paced environment.
- Must meet background check criteria regarding clearance to drive the NSCD vehicles.

ACKNOWLEDGEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

Employee Signature

Date

Equal Employment Opportunity (EEO) Policy

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.

NSCD will consider providing reasonable workplace accommodations if needed.