



Development & Communications Director – Job Description

Summary:

The Rocky Mountain Children's Law Center is a non-profit legal organization with the mission of advocating for children and youth, driving systemic reform, and boldly challenging the status quo so that every young person who has experienced trauma or instability has the opportunity to thrive. Our work builds on a 40-year history of advocacy with a current annual fundraising budget of approximately \$1.6 million. The Development Director is responsible for budget, strategy, and implementation of the organization's financial development and communications efforts as they relate to fundraising including, but not limited to: major gifts, corporate & foundation relationships, special events, planned giving, direct mail, and overall marketing. This person will oversee development-related staff/contractors and high-level volunteers, and will work closely with the Executive Director, who sees herself as a key part of the development team. The Development Director is someone with solid work ethic, attention to detail, and graceful persistence, always working with a strong commitment to the organization's mission and a sense of urgency towards those we serve.

Reports To: Executive Director

Position Responsibilities:

- ◆ Collaborate with Executive Director and Finance Director to establish annual fundraising budgets and strategies to achieve budget goals.
- ◆ Lead organization in identification, cultivation, and development of corporate and foundation relationships as they relate to sponsorships and grant opportunities.
- ◆ Actively engage in strategic planning to ensure ideas are marketable to the philanthropic community.
- ◆ Analyze fundraising campaigns to assess ROI and adjust as necessary.
- ◆ Work cohesively with Executive Director on plan for major gifts through systematic process of prospect identification, cultivation, solicitation, acknowledgement, and stewardship.
- ◆ Ensure timely and accurate response/acknowledgement of donor gifts, concerns, and requests.
- ◆ Direct the execution of all special event fundraising activities including, but not limited to: sponsorships, annual Night of Champions Gala, annual golf tournament, young professionals events, Lawyers Run for Kids, house parties, and other third-party events/opportunities.
- ◆ Develop and implement monthly giving campaign to target young professionals and other new donors to the organization.
- ◆ Supervise development team members, including contract event planner and contract communications agency, and any development/communications interns, through routine communication, meetings, designation of areas of responsibility, and annual contract renewals.
- ◆ Correspond with Board of Directors, specifically the Development Committee of the Board, regarding development activities, marketing efforts and relationship building programs.
- ◆ Implement and manage a profitable direct mail program.
- ◆ Coordinate overall marketing and communications efforts to include, but not limited to: all organization-related collateral, electronic communication, social media, media relations, advertising, video and photography, and other promotional efforts.

- ◆ Oversee quality control of donor database system including gift processing, tracking, and acknowledgement, as well as ensuring current donor information and appropriate donor communication.
- ◆ Oversee the grants pipeline, including grants calendar, research, applications, progress reporting, and trend analysis.
- ◆ Work with Executive Director on support and engagement of Associate Board members.
- ◆ Other duties as required by the Executive Director.
- ◆ Leverage organization leadership including Executive Director and Board of Directors toward building relationships to meet fundraising goals.

Qualifications:

- ◆ Passion for the Rocky Mountain Children’s Law Center’s mission
- ◆ Bachelor’s degree in related field
- ◆ Proven aptitude in the field of fundraising and development with minimum of 3 years of implementing successful fundraising strategy and clear leadership capacity
- ◆ Knowledge and experience in primary fields of development: corporate, foundation, major gifts, events, direct mail, monthly giving, and planned giving
- ◆ Strong relationships in the Colorado’s philanthropic community
- ◆ Strong interpersonal skills regarding judgment, discretion, confidentiality, patience, reliability, accuracy, and expedience
- ◆ Aptitude for strategic planning and project management
- ◆ Strong written, verbal, and public speaking skills
- ◆ Careful attention to detail
- ◆ Curiosity about the work and commitment to learning
- ◆ Excellent ability to tell compelling stories of work in an empathetic and human-centered way
- ◆ Highly organized and able to create and oversee organizational systems
- ◆ Self-driven and persistent with flexible and willing attitude
- ◆ Team-focused with a willingness to jump in with tasks large and small and a desire for feedback from others
- ◆ Previous experience with Kindful or equivalent donor database
- ◆ Previous experience with MyEmma or equivalent email marketing software

Salary Range: \$65,000 to \$75,000 per year – based on skills and experience

Benefits Include

- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance
- 403(b) retirement savings with employer match
- AFLAC options
- Flexible spending account
- Employee Assistance Program (EAP)
- Vacation time, sick time, and personal time

Interested parties must submit a resume, references, and letter of intent to Betsy Fordyce, Executive Director, at bfordyce@childlawcenter.org with the subject line: Development Director Application. In the letter of intent, be sure to address 1) Why you? 2) Why this position? and 3) Why the Rocky Mountain Children's Law Center?

Submissions will be accepted through November 12, 2021, or until position is filled.

The Children's Law Center does not discriminate in employment opportunities or practices on the basis of age, race, religion, sexual orientation, gender, gender expression, national origin, disability, veteran status, genetic characteristics or information, or any other characteristic protected by law.