**Development Director**

**Reports to** Executive Director

**Job Location:** Fort Collins, CO

**Work Schedule:** Full-time;

**Status:** Exempt

**Salary Range:** $65,000-70,000

Do you have a desire to make a difference in the lives of the youth and families in our community? Are you passionate about creating a safe place for children and young adults experiencing homelessness? The Matthews House (TMH) is looking for a dedicated Development Director to help us evaluate the needs of the community and facilitate the development of resources to make a positive difference in the community. If this sounds like an opportunity you’ve been waiting for, please continue reading.

We are looking for an experienced, enthusiastic Development Director who is dedicated to supporting TMH toensure that all youth and families have the ability to thrive. Our mission is to empower youth and families by building trusting relationships and providing resources to disrupt the cycle of poverty and abuse. Reporting to the Executive Director, the Matthews House Development Director will drive strategy execution of resource development for TMH’s annual operating budget. Join a team of passionate, hardworking professionals who value family, community, connection, and respect.

**Duties and Responsibilities:**

The Matthews House Development Director is responsible for all our fund development revenue streams, allowing us to achieve our mission and maximize our impact in the community. The position is responsible for all fundraising and development strategies and activities and for building relationships with individuals and organizations. This position is responsible for implementing and improving upon the current development plan. The Development Director is responsible for crafting a long-term development plan, expanding and diversifying TMH’s funder base, and growing a culture of philanthropy throughout the organization. Additionally, the position will be responsible for developing and executing a fund development strategy with the community for the organization's newest project, a regional youth shelter that will open in mid-year 2024. The Development Director is supported by our Development and Marketing Associate, Development Associate, and Administrative Assistant and will work closely with the Executive Director and the Board of Directors.

Below is an outline of primary responsibilities. The Matthews House is a team-oriented environment where we will take on additional tasks as needed to fulfill our mission.

**Strategy**

* Lead the creation and implementation of a comprehensive development strategy to identify, secure, and grow corporate, foundation, and individual gifts.
* Develop and implement a major gift growth and stewardship plan that significantly increases revenue yearly and instills a sense of authentic gratitude.
* Enhance corporate giving and partnerships; elevate current sponsorships and expand corporate giving prospects and programs.
* Support foundation giving, build relationships with key foundations and maintain and grow a robust grant calendar resulting in numerous successful proposals.
* Support annual fundraising events; develop and strengthen relationships with new and existing donors; meet revenue projections for each event.
* Lead the revenue forecasting projections and goal setting for fundraising annually.

**Management**

* Lead development team in an inclusive and collaborative manner to create a culture of philanthropy and meet or exceed fundraising goals.
* Oversee and maintain the fundraising database to ensure integrity, accurate records, and ease of use.
* Create and manage the development budget.
* Ensure that all proposal budgets and financial documents are timely, accurate, and aligned with organizational strategic priorities and grant obligations.
* Track key performance indicators for the development team to ensure goals are met.
* Create a team-based environment where team members are supported appropriately to meet their individual goals along with collective ones.
* Maintain positive relationships with current sponsors and pursue relationships with potential funders.

**Board Management and Support**

* Partner with the Board of Directors and effectively engage them to create and implement fundraising strategies for the organization that meets or exceeds revenue goals.
* Partner with the Board to help identify, cultivate and recruit new board members with the propensity and capacity to advance TMH’s mission by engaging in fundraising activities.
* Attend board meetings and continually work with the Board to create and maintain a genuine culture of philanthropy.

**Required Qualifications**

* 3+ years as a fundraising professional with a proven track record of success.
* Proven ability to effectively develop and steward long-term relationships with high-net-worth individuals, corporations, and foundations.
* Value of diversity, inclusivity, equality, and equity.
* Exceptional oral and written communication skills; ability to effectively manage development communications related to storytelling and advance the case for support on behalf of the organization.
* Ability to influence and engage a wide range of donors and build long-term and trusting relationships.
* Strategic and innovative thinker with the ability to manage short-term and long-term plans and goals with a record of achieving results.
* Successful in managing a team of staff members. Effective team worker and welcomes collaboration.
* Strong organizational skills and a tenacious problem solver.
* Dynamic professional who can handle large and fast-paced yet equitable workloads.
* Ability to develop and successfully manage a budget.
* Exceptional level of authenticity and integrity.

**Preferred Qualifications**

* Experience with donor database management best practices. Network For Good experience is highly preferred.
* High level of self-awareness, humility, interpersonal skills, humor, and emotional intelligence.

**Schedule and Work Environment**

* The Matthews House offers a flexible work schedule that can fit the applicant’s needs.
* Some evenings and weekends may be required to fulfill the duties of this position.

**Benefits**

* This position qualifies for benefits, including: employer contributions to health and dental care; matched 3% IRA, time off policy including paid holidays; mission-driven environment with strong staff culture.

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## EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.