

Position Summary

Title: Development Director

Status: Full time, exempt

Reports to: CEO

Pay Range: \$70,000-\$80,000 annually (based on experience and skill sets), eligible for performance bonus

Benefits: PTO (personal and sick), Medical (25% employer contribution), Dental & Vision (employer paid), 401k plan, and an annual Professional Development and Personal Wellness contribution

Rocky Mountain MicroFinance Institute (RMMFI) Rocky Mountain MicroFinance Institute (RMMFI) is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at www.rmmfi.org.

Position Summary

The Development Director (DD) is responsible for all fundraising initiatives and activities for the organization. The DD will be a primary driver in achieving budget expectations \$3 million+. In coordination with the CEO, the DD is responsible for development planning, cultivating and maintaining relationships with supporters, developing a strong Development team, working in partnership with the community engagement team to develop and build community visibility, ensuring a strong pipeline of revenue, ensuring the integrity of development data, and reporting relevant development results. As a member of the leadership team, additional responsibilities can include: strategy development, operational planning, and organizational culture development. The DD works within the guidelines, policies, and mission of the organization and will be responsible for specific projects as assigned.

Competencies and Responsibilities

Core Competencies

- Comfortable with and experienced in achieving significant revenue results
- Ability to cultivate relationships by connecting and building trust with key stakeholder groups
- Possesses a strong base of Development relationships and is comfortable working with this network to drive and support RMMFI's North Star
- Ability to manage and see success in delivering revenue results of \$3 million+
- Comfortable in making an "ask" to various stakeholders for significant levels of support
- Proven success in securing large gifts and meeting organizational budget expectations
- Excellent leadership, management, and decision-making skills
- Proven ability to meet deadlines, multitask and prioritize workloads
- Experience with or deep understanding of the non-profit sector
- Strong communication skills
- CRM or data entry experience

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- At least 5 years of experience in fundraising or sales, with a demonstrated track record of success in meeting fundraising goals
- CFRE certification is an asset

Responsibilities

Revenue Development

- Consistent with strategic and annual plans, the DD is responsible for the planning, implementation, management, and evaluation of all activities related to development.
- The DD is responsible for the development of revenue categories, including research, identification of potential contributors, developing the case for giving, and developing and maintaining relationships.
- Analyze the organization's donor trends to identify opportunities and challenges and develop strategies to ensure funding goals are consistently met.
- Research and develop funding proposals for relevant (individual, corporate, foundation, government, events, etc.) funding streams.
- Monitor revenue and expenses against budget reports on fund development and recommend changes as necessary.
- Responsible for budget development and management and project-plan development.
- Liaise with and support third party development initiatives, as needed.
- Remain current on all legislation and ethical practices pertaining to fundraising.

Management of Development Team

- In alignment with vision, guiding principles, strategy, and annual plans, the DD plans and manages the work of the Development staff (including staff, contractors, volunteers) including supervision and evaluation, training and team building.
- Coordinating and facilitating Development department meetings to maintain effective communication.
- Ensure staff, Board, and volunteers are adequately positioned to carry out Development activities.

Database and Reporting Tools

- Compile, maintain, and report donor analytics.
- Ensure the timely and accurate distribution of reports.
- The DD will ensure RMMFI's donor management system (Zoho) meets the needs of the organization.
- Responsible for the development, implementation, supervision and management of fundraising tools, systems, and databases.

Community Visibility

- Build relationships with stakeholders to advance RMMFI's mission, strategic plan, and fundraising goals.
- Ensure all public-facing events drive both mission and development objectives.

Committee Work

- Local Organization: The Development Director, when required, is responsible for working with the Board's Development Committee and other assigned committees to implement and manage fundraising initiatives, focusing on higher dollar gifts.
- Local Community: The Development Director will participate in local community organizations as aligned to the organization and the role.



Application Process Interested applicants should send a cover letter and resume to jobs@rmmfi.org with the subject line “Development Director”. Applications accepted until the position is filled.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.

In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.

Revised 18 July 2018

