DEVELOPMENT DIRECTOR
Crossroads Safehouse
Fort Collins, CO

Title: Development Director
FLSA: Exempt
Classification: Regular Full Time
Purpose: Development, Marketing, Administrative
Supervision Received and Exercised: Reports directly to the Executive Director
Hours: Standard business hours schedule; nights and weekends as needed for events and projects

Position Scope: Responsible for developing, leading, monitoring, and evaluating Crossroad's year-round development efforts including: Individual and corporate giving efforts; Major gifts, Capital fundraising, and planned giving, with the goal of increasing and retaining individual donors and corporate sponsors; and increasing overall total donations to meet budgetary goals.

ABOUT CROSSROADS
Crossroads Safehouse provides emergency shelter and support services to victims of domestic violence and intimate partner abuse and their family members. In addition to emergency shelter, Crossroads offers on-site legal representation, 24/7 hotline, outreach, Domestic Abuse Response Team to support victims at the scene of domestic violence crimes, and youth and family advocacy, support, and education. All of our services are provided free of charge, and we do not discriminate for any reason.
Our Mission: Crossroads Safehouse shelters, supports, advocates for, and empowers all people so we can live free of domestic violence and interpersonal abuse.
Our Vision: A community free of domestic violence and interpersonal abuse.

ESSENTIAL FUNCTIONS
Fundraising, Event Planning, and Donor Management
- Develop and implement annual Development Plan including specific strategies and related measurement and analysis. In collaboration with Executive Director, raise $2 MM annually.
  - Analyze past and current campaigns to assess gain, loss, and potential in developing goals, understand constituent segmentation strategies.
  - Implement annual giving plan and targeted appeals, including direct mail and online giving.
  - Implement leadership giving plan for donors $1,000-$25,000.
  - Identify, cultivate, and solicit major donors capable of making $25,000+ gifts.
    - Develop major and planned gift proposals for prospects.
  - Evaluate churn and lapsed donor data to inform strategy.
  - Cultivate and steward donors.
  - Develop capital and endowment fundraising plans.
  - Assists with the planning and execution of signature fundraising events.
  - Support Executive Director's efforts to secure corporate underwriting and sponsorship.
- Stewardship and Data
  - Oversee gift processing and acknowledgment process.
  - Ensure integrity of donor data in database: including donor personal information and preferences, gifts and designations, and support for events.
  - Document key conversations and stewardship activities in donor database.
  - Track fundraising-related metrics according to established objectives.

- o Development and execution of queries, reports, and other fundraising/relationship management tools and protocols.

Volunteer Management
- Recruit, train and support Resource Development volunteers.
- Provide opportunities for volunteer recognition.

Management/Administrative
- Supervise and evaluate the performance of direct reports. Hire new staff as needed.
  - o Manage grants coordinator who oversees comprehensive grants strategy and program, responsible for 700K+ in grant support annually.
- Participate as a member of the leadership team in strategic planning and implementation to accomplish Crossroad's mission and strategic plan.
- Develop and manage annual Resource Development budget(s).
- In collaboration with Executive Director, develop and implement Crossroad's marketing, social media, and communications plan, in support of event, fundraising, public relations, and community engagement efforts. Manage third party marketing firm on retainer to execute.
- Serve as spokesperson for the organization at events, invited speaking engagements and/ or in the absence of the Executive Director. Regularly attend community events to network and represent Crossroads.

REQUIRED SKILLS
- An understanding and appreciation of the challenge's victims of domestic violence face
- Demonstrated fundraising success
- Excellent written communications skills
- Ability to multi-task, prioritize, and meet deadlines while maintaining excellent attention to detail
- Dynamic, energetic and driven personality
- Self-motivated with good organizational skills
- Approaches varied and new projects with a can-do attitude
- Ability to work independently as well as part of a team

REQUIRED QUALIFICATIONS
- Bachelor's degree
- 3-5 years of demonstrated fundraising success
- Minimum of two years management experience required
- Strong computer skills with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience working in a donor database
- Willingness and aptitude to learn new programs, skills and functions
- Ability to operate with highest level of confidentiality, integrity and respect for people from all walks of life; demonstrated commitment to diversity and inclusion efforts
- Ability to lift 40 pounds; ability to climb stairs

BENEFITS OFFERED
- Paid time off
- Parental leave

- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Retirement benefits or accounts

OTHER
Candidate must have an understanding of and adherence to confidentiality and safety protocols that are associated with working in a highly secured facility; pass a criminal background check; attend 16-hour domestic violence training course provided by Crossroads Safehouse. Must live in Larimer County.
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No person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or employment of Crossroads Safehouse on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of Title 18, United States Code), sexual orientation, or disability.