

DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

First Descents (FD) is seeking a hands-on Director of Development (DoD) to design and execute a comprehensive, innovative strategy for its donors. As DoD, you'll play a key role in helping to grow our organization to \$5 million in annual revenue by further developing a culture of philanthropy among staff, board members, volunteers, partners, donors and alumni. If you love running well-planned fundraising efforts and are a data-driven development pro who is personable, ambitious, analytical and strategic, then we'd love to start a dialogue with you.

RESPONSIBILITIES:

We need a hungry, goal-oriented individual to step in and be our Director of Development. Our ideal candidate is someone who has unbridled enthusiasm for making great strides in young adult cancer survivorship and can help our organization reach new heights. Reporting directly to the Executive Director, your job will be to grow our community of supporters by inviting them to help us reach our fundraising objectives, strengthen our community and further spread our motto of "Out Living It" every day. This will be achieved in the following ways:

EFFECTIVE MANAGEMENT OF FUNDRAISING ACTIVITIES: The buck will stop with you as the key point person for all fundraising activities. You will develop and execute our annual fundraising plan, generate proposals and reports for all foundation and corporate fundraising, lead the development aspects of our produced and partnered events and build a strategy for a large, sustained base of annual individual donors. You'll need to have the financial literacy to set goals and manage budgets effectively; we want someone who is bottom-line oriented and excited about meeting and exceeding fundraising goals. You need to be not only creative and results-oriented, but also highly analytical.

LONG-TERM VISION: You're someone that can not only see the finish line, but the path to get there. You'll work hand-in-hand with the Executive Director to support the design of a multi-year strategic plan – specifically in regards to development. This will include the creation and implementation of the processes necessary to achieve the designated goals and objectives. You will help bring the vision and outward efforts of the Executive Director and Founder to fruition.

MOVES MANAGEMENT: You'll be responsible for cultivating new prospects and growing them into donors. Remember the analytical bit? We've recently made a significant investment in our Salesforce database in order to give you the tools you need to succeed. You'll help fine-tune the ins-and-outs of the system and oversee the staff responsible for all data entry, gift processing and donor acknowledgements – while, of course, helping out where and when needed. Experience with [Classy](#) is a plus.

LEADERSHIP & COMMUNITY BUILDING: You will be an internal leader who is able to help others at FD deliver measurable, cost-effective results. A history of strong day-to-day leadership presence and a demonstrated ability to work well in our team-centric environment are crucial. To excel in this role, you need to have the skills, sensitivity and personal confidence to engage members of the FD community. Strong interpersonal skills are a must, as you will be expected to have constant interaction with donors, partners, board members, staff, contractors, alumni and future participants.

CREATIVITY: You are someone that can further harness the creative spark that helps fuel our culture. You are skilled in creating powerful, compelling written and oral communications for fundraising activities. You can convey complex ideas through brief, simple materials and presentations.

OUT LIVING IT: It's our motto and succinctly sums up our core values of adventure, challenge, community, humility and humor. Saying it's important is an understatement. We live, breathe and sweat it every day – and as the newest member of our team, you will too.

INSIDE DETAILS:

This is a salaried position based at our HQ in Denver, CO, working typically from around 8:30am to 4:30pm on weekdays. You need to be open to working late and on weekends when required – especially to shake hands with the right folks at key fundraising events and one-on-one meetings. Target start date is Jan. 1, 2016.

We offer health benefits, employer retirement matching and a generous amount of PTO, as well as, comp days when needed (to help make up for those late nights and weekends you'll have to work).

SUCCESS LOOKS LIKE THIS:

You'll quickly become a well-known, committed and passionate entity within our community. You will be quick to earn trust, be masterful at getting organized and helpful whenever you are needed.

You will take an already effective fundraising plan and significantly enhance its impact. Ideally, you'll realize sizeable growth by ensuring that top-performing methods and activities keep succeeding, while re-imagining the underperformers and dreaming up new development opportunities.

You will take the multi-year strategic plan that you helped create with our Executive Director and see it through. Your job is to help further develop a culture of philanthropy among all segments of the FD community. Your data orientation will help identify important trends and prospect new donors.

You are able to efficiently manage and further develop our multiple donor channels. Your job is to effectively plan, lead and oversee all development projects and coordinate with peers to achieve desired outcomes. You are able to accurately track progress and reports successes and failures to the executive team.

If you're looking for a director-level role in which you will be surrounded by a team that operates in a friendly, familial, yet highly professional manner – this is it. There are few organizations as unique and special as ours – and you'll be a part of it all.

NET-NET:

If you're interested in helping take our organization to the next level – by maximizing fundraising potential and increasing revenue in order to serve countless more young adult cancer fighters and survivors in the years to come, we want to talk to you.

To get started, write us a great pitch letter and send it to hr@firstdescents.org – please include “Director of Development” in the subject line. Tell us why you're the perfect DoD for us and how you think your passion and unique set of skills will help First Descents to flourish.