

Development Directors Position

MISSION: Southeast Community Outreach (SECOR) is a non-profit, non-denominational organization operating in the southeast Denver Metro area dedicated to demonstrating God's compassion for those in need by providing food, personal items, monetary and budgeting assistance to individuals and families experiencing financial insecurities

Southeast Community Outreach (SECOR) is an independent, nonprofit, Colorado corporation with a 501(C) 3 tax-exempt status.

Position Description: The Development Director will be responsible for the planning, coordination, direction and management of all resource development related activities for SECOR. The Development Director's foremost responsibility will be the management, direction and implementation of the organizations corporate and individual major gifts program, annual fund, and endowment fund raising efforts. As a member of the organization's management team, the Development Director will participate in strategic planning, program implementation, fiscal oversight and program evaluation, all in keeping with the mission of SECOR. Work will be performed with a high degree of independence under the direction of the Executive Director.

Primary Responsibilities:

- Direct solicitation of major individual and corporate donor prospects for SECOR
- Create and execute a strategic fundraising plan to develop and grow annual giving, major gifts, planned giving, endowment and other activities as needed
- Build and implement short and long-term action plans for cultivating, soliciting and stewarding major gift donors, qualified prospects, corporations and partners
- Work with Executive Director to motivate Board members and volunteers to implement fund development plans, by providing support and holding them accountable for assignments
- Represent SECOR in a professional and ethical manner in accordance with the Association of Fundraising Professionals Code of Ethics with donors, prospects and in all aspects of work in the community
- To provide guidance and counsel to the Executive Director, Board and staff on fundraising and how it integrates with the overall strategy of SECOR
- Stay abreast of relevant development opportunities with various community groups and agencies
- Develop and expand online presence, e-fundraising efforts and integration with communications plan
- Coordinate a timetable for direct mail program and evaluate and report outcomes
- Develop annual revenue and expense budget for development and communications activities
- Act as a key member of the management and leadership team in organizational decisions, budgeting and strategic direction
- Oversee special events for SECOR
- Perform other duties as assigned by the Executive Director

Requirements:

- A minimum of five years of fund development experience, including; annual giving, major gifts, planned giving, endowment and capital campaigns
- Direct experience working with and managing Board members and other key volunteers in the fund development process
- Demonstrated track record of fundraising success, especially in the area of major gifts \$10,000+
- Possess excellent oral and written communications skills, with strong interpersonal skills
- Personal success with cultivation, solicitation and stewardship of major gifts and annual campaigns
- Demonstrated understanding of fiscal accountability and financial management

- Working knowledge of program development, community relations
- The ability to initiate and maintain successful collaborative ventures with funders and other institutions
- Sound administrative skills and computer/technology proficiency.

Skills and Abilities:

- Ability to plan, organize, prioritize and coordinate multiple projects
- Ability to work under pressure to meet deadlines for grant opportunities
- Excellent computer knowledge
- Leadership and management skills to work effectively with the board, staff and volunteers
- Ability to take initiative and utilize innovative techniques to reach organizational goals
- Ability to thrive in a team environment
- Have high integrity and moral character, supporting the mission, philosophy, policies and ideals of SECOR
- Maintain confidential information.

To apply for this position, please send resume, cover letter to brenda@secor.info