



## Development Director Job Description

Founded in Boulder in 2005, There With Care’s mission is to provide a wide range of meaningful and fundamental services to families and children during the critical phase of a medical crisis. We serve families referred by medical agencies in building a network of services and volunteers to help ease the burden of life’s day-to-day obligations with compassion and care. Partnering with individuals and local businesses, There With Care acts as a conduit between people with the desire to help and those that are in need of help, uniting the community through the service of volunteers.

**Role** The Development Director reports to the Vice President of Development and is responsible for achieving fundraising goals, engaging and securing financial and in-kind donors, and event sponsors. This role is responsible for collaborating with the Vice President of Development to create and implement an annual development strategy. Through this collaboration, the Development Director will engage and grow the community to support There With Care’s outreach, serving the families and patients at various children’s hospitals. The Development Director is a “connector” to the larger community and is a representative of There With Care. Their mission is to engage the community in ways they would like to participate to make the experience most meaningful to them. The Development Director also supports and collaborates with the Community Development Associate to provide care to the donor community. Below outlines the qualities and responsibilities for this position.

- Qualities**
- Professional, calm, and clear verbal and written communication style.
  - Ability to see how his/her role contributes to the larger mission of the organization.
  - Good problem solver and exhibits strong leadership qualities.
  - Natural collaborator and team builder.
  - Able to prioritize and manage multiple responsibilities and projects simultaneously and skillfully with care and attention to detail.
  - Excellent follow through and clear communication skills.
  - Strong interpersonal skills and the ability to evaluate staff and volunteer strengths.
  - Ability to enhance performance of staff and volunteers through coaching, mentoring, and guidance.
  - Non-judgmental and a good listener - approaching the position with compassion and care.
  - Thoughtful, kind, and considerate when collaborating with all constituents.
  - Subscribe to the highest standards of ethics and business/personal integrity always.
  - Remain flexible and adaptable to change.
  - Comfortable asking and engaging with donors in the community to provide support to There With Care.
  - Detail-oriented to keep track of various donations, thank yous sent, volunteer support needed and provided, closing event activities, and the various responsibilities required for that task.

**Reports to** Vice President of Development

**Scheduled Hours** 40 hours per week

**Employment Status** Full-time, exempt position.

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- Job Responsibilities**
- Performs the job in alignment with There With Care’s core values.
  - Develops, grows, and cultivates individual and corporate support.
  - Strategically identifies and coordinates details around finding opportunities for giving.
  - Schedule meetings to build understanding and deepen relationships with new business partnership contacts.
  - Professionally presents There With Care through office tours and public speaking opportunities.
  - Renew the State of Colorado Non-profit Raffle License each year and the guidelines are being followed as stated in the requirements for the Raffle License.
  - Identifies grants and collaborates with grant writers to execute and submit grants.
  - Trains and leads other staff to support fundraising and marketing efforts.
  - Supports the Community Development Associate through introductions and strategies for potential supporters.
  - Supports community and signature events in the planning and implementation.
  - Coordinates with the Communications Director in regard to posting donor support, upcoming events, and other pertinent public relations information.
  - Maintains data integrity in the CareBase to ensure all supporters are properly acknowledged and cared for.
  - Processes in-kind donation forms in CareBase.
  - Signs and mails donation receipts in a timely manner.
  - Expresses a thoughtful ‘thank you’ to all There With Care supporters.
  - Promptly communicates donation details to the Operations Coordinator for campaigns to be organized, or notes to be made, regarding anticipated income.
  - Sends all collected checks, monies, and gift cards received immediately to the Operations Coordinator for documentation in CareBase.
  - Consistently provides photos (with names and organizations) to Dropbox and the Communications Director for annual report and newsletter development.
  - Uses CareBase to track all communications with supporters, review reports and the daily dashboard.
  - When necessary, assists with additional tasks not anticipated to help with the overall support of the mission of There With Care.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

There With Care is an Equal Opportunity Employer.

*There With Care reserves the right to modify job responsibilities as described above when necessary. Employee has all rights as described in Colorado State laws. Your Employment will be governed by our Employee Handbook. Please note that your employment is at-will and, therefore, may be terminated at any time by you or by There With Care, with or without cause.*