

Development Director

Denver Urban Gardens (DUG) is a 501(c)(3) organization that is a nationally recognized leader in creating sustainable community gardens. DUG was founded in 1985 to support local neighborhoods in establishing food-producing community gardens and has expanded into nutrition education and training programs, school partnerships and work in food access. DUG is seeking a Development Director to be part of our dynamic, diverse, and inclusive team.



Job Description

The Development Director creates and implements the annual financial resource development plan to support DUG's annual budget of \$1.5 million. The Development Director will research and cultivate foundation grants and corporate partnership opportunities, foster individual giving, and develop other sources of revenue in support of the capacity and growth of the organization. This position will serve as a member of the senior leadership team and will work with the communications manager to create effective marketing and communications materials to highlight the impact of our work through our website, social media, annual report, brochures and other program collateral. This role works alongside the Programs Team and reports to the Executive Director.

Essential Job Duties

The most essential job duty in this role is financial resource development. This is accomplished by:

Grant Writing and Management (40%)

- Leads and crafts successful funding proposals
- Researches new grant prospects, funding sources, partnerships, and evaluates funding opportunities to determine how well they align with DUG's mission and goals
- Supports site visits, grant development and grant reporting processes
- Develops and maintains knowledge of community partners to identify collaborative funding opportunities and help facilitate the completion of collaborative applications
- Maintains all grant-related documentation, including applications, communication with funders, budgeting and reporting for all funded grants
- Reports grant progress and outcomes to donors, foundations and corporate partners

Donor and Partner Development and Fundraising (40%)

- Develops, strengthens and maintains current and prospective donor/partner relationships with major donors, sponsors philanthropic institutions and individuals

- Works closely with the Executive Director to identify and cultivate donor relationships
- Directs fundraising appeals, online giving strategies and the creation of fundraising materials (in conjunction with the communications manager)
- Oversees implementation of annual financial resource development goals, tracking, reporting and the preparation of the annual report
- Oversees donor database for relationship management, donor list-building, privacy and accuracy

Leadership & Management (10%)

- Develops annual financial resource development plan that includes grants, major gifts, corporate and individual donations in conjunction with the Executive Director and the DUG Board Financial Resource Development Working Group and supports the annual budget preparation
- Works as a thought partner with the Executive Director to establish a long-term financial resource development vision for the organization to ensure sustainability and implementation of our core mission
- Works with staff to engage board, staff, members and volunteers in supporting the fundraising goals of the organization
- Supports the Executive Director by attending presentations, funder convenings, fundraising events and community engagement meetings as needed
- Actively participates in internal anti-oppression and inclusivity efforts.

Event Support (10%)

- Works with communications manager to plan and execute DUG's annual community celebration - and other major fundraising opportunities; secures sponsors, invites key donors and partners, and develops strategies to engage them during and after events
- Develops strategies to increase income and engage donors/partners at DUG's fundraising events
- Increases corporate sponsorships of annual fundraising events to achieve event goals
- Ensures success of revenue-generating opportunities

Required Skills & Attributes

- Minimum of 5 years developing and implementing a strategic development plan
- Successful track record in a financial resource development role with demonstrated success in foundation and corporate fundraising, donor stewardship and engagement strategies and fundraising event execution
- Ability to work evenings and weekends as fundraising meetings and events require
- High level of proficiency with donor management software (preferably Salesforce), Microsoft Office, Google Suite; basic familiarity with graphic design software and customer relationship management software

Desirable

- Salesforce experience a plus

- Proficiency in Spanish and/or other languages of Colorado's diverse communities preferred but not required

Compensation and Benefits

Starting compensation \$75,000 based on experience and skill set. Benefits include paid holidays, vacation and other personal time off, as well as generous employer-sponsored health and dental insurance plans.

To Apply

Send a single PDF of your cover letter and resume to dirt@dug.org with "Development Director" in the subject line. No phone calls, please. Applications for this position will be accepted through May 15, 2020.