



309 Hickory Street, Suite 5 // Fort Collins, CO 80524 // 970-221-1615 // www.TheFamilyCenterFC.org

Position Description – Development Director Full-Time, Exempt, Salary

About The Family Center/La Familia

Since 1995, TFC/LF has served as Larimer County's only early childhood and family resource centers. Now one of 32 family resource centers in the state, TFC/LF provides high quality early childhood education (ECE) to more than 75 children whose parents work and attend school, extensive crisis and family strengthening services as well as leadership and policy opportunities to more than 400 families annually. With more than 50% of the staff at TFC/LF being bilingual, TFC/LF is a trusted and safe place for Latinx families and is looked to by the Fort Collins and surrounding community as a leader in racial equity work.

The Family Center/La Familia is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, ancestry, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Mission, Vision, and Values

Working alongside diverse families we provide high quality childcare and supportive services, with an emphasis on cultural attunement with the Latinx community. This work is done with an explicit vision of creating a community in which all families are safe, supported, and thriving. Our six core values are; **Trust** - Inspiring confidence and mutual respect creates a foundation for reliable support and good stewardship. **Compassion** - Every person has inherent dignity and is worthy of respect and empathy. **Diversity** – Non dominant cultures, identities, perspectives, and experiences are celebrated, embraced, and inform direction. **Equity** - The structural, cultural, and relational inequities experienced by oppressed groups must be courageously recognized and dismantled. **Inclusion** - All people feel welcome, valued, and empowered to contribute to, and participate in, community. **Love** - Loving, healthy relationships are critical for children in the first five years of life and benefit the child, the family, and the entire community.

Position Description

The role of the Development Director (DD) is to plan, implement, and coordinate strategic fundraising and development activities for the organization, in a cost-effective and time-efficient manner. This development position works in collaboration with the Executive Director, the Board of Directors, Marketing Committee, and the Leadership staff to implement the approved development plan and the short-term and long-term goals. The DD is responsible for donor relations, prospect identification, cultivation, solicitation, and stewardship of all donors. This position will need to communicate effectively with stakeholders and will embrace The Family Center/La Familia's mission and vision.

Reports to: Executive Director

Classification: Full Time, Exempt, Salary

Starting Wage: \$60,000 – \$65,000 annually Depending on Experience



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ESSENTIAL JOB RESPONSIBILITIES:

Individual and Corporate Donor Development

- Strengthen and increase individual, monthly and corporate donor program, establish clear strategies and objectives, which include opportunities for greater community engagement within the organization's mission and vision.
- Execute the donor program internally and externally to properly engage staff, volunteer, and board participation.
- Create and maintain a respectful reputation for The Family Center/La Familia.
- Find ideal donors from public and private investors. Conduct donor meetings with Executive Director and Board members as needed.
- Build new donor relationships while enhancing prior relationships.
- Prepare, send, and follow up with appeal letters, donor solicitations, and acknowledgement activities.
- Management of the donor database and all donor records, ensuring timely and accurate data entry.
- Monitor fundraising goal progress of identified funding streams.
- Prepare and track donor metrics to ensure maximum reach.
- Design and implement donor retention strategy, including timely acknowledgement, tax receipting and overall donor stewardship efforts.

Marketing, Outreach, and Grant Support

- Understand program deliverables and create content for compelling stories and messaging to be used in grant applications, reports, social media, and printed marketing materials.
- Assist with applications for small grants, including recommendations for potential grants to support the organization's mission.
- Ensure that published content reflects the overall work of the organization.
- Work with Marketing and Executive Director to establish an annual marketing plan that promotes TFC/LF's mission, vision, values, and results to core constituencies and to the broader community.
- In consultation with the Marketing Committee and the Executive Director, oversee content and production of an annual report, development, and fundraising collateral, as well as contribute content to the website and the agency's newsletters.
- In conjunction with the Marketing Committee and the Executive Director, the Development Director is responsible for media relations, press releases, and securing feature coverage of TFC/LF.
- Ensure language justice in written communications through social media platforms.

Events & Sponsorships

- Assist with planning and coordination for signature events including, but not limited to, the annual "Fiesta" and "Belong" fundraisers, early childhood initiative, and other third-party campaigns and events for which TFC/LF is a beneficiary.
- Engage current and prospective donors to attend and contribute to events, increasing and highlighting sponsorship packages as appropriate.
- Assist with event registrations and closeouts, including appropriate thank you and tax documents.
- Comply with specific event and campaign reports to funders, sponsors and for internal control.
- Comply with ethical and equitable business practices.

Assist with other assigned duties and tasks as deemed necessary and relevant to the position.



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QUALIFICATIONS AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual must pass applicable state and federal background check.

General Skills

- Knowledge and commitment to the mission, vision, and values of The Family Center/La Familia
 - Demonstrates behaviors that are consistent with our values
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to establish and maintain effective working relationships with various internal and external stakeholders
- Ability to work with a diverse team of staff
- Organized and able to multi-task
- Be flexible and open to change and unexpected circumstances as they arise
- Ability to maintain a high degree of professionalism and confidentiality
- Accountable for results and possession of a job history of successful accomplishment of work objectives
- Creative and able to develop and drive ideas from conception to goal
- Mission driven, self-motivated individual who can work independently as well as collaboratively in a team environment
- Availability to work occasional nights and weekends.
- Excellent communication and interpersonal skills required
- Organizational, time-management and problem-solving skills needed
- Ability to lead and direct others
- Excellent attention to detail
- Knowledge of grant writing
- Knowledge of different CMS platforms

Education

- Preferred but not required, Bachelor's degree in nonprofit administration, business administration, communications, or a similar field.

Experience

- Understanding of social justice, racism, oppression, liberation, and commitment to ongoing learning about the dynamics in working with families from all cultural backgrounds and promoting a sense of belonging.
- Management or leadership experience preferred.
- 2 – 5 years' experience in resource development, donor cultivation, fundraising, marketing, events, sales, or similar fields.
- Skilled in use of the Microsoft Suite of programs, as well as database management
- Experience managing online giving platforms.
- Data entry, tracking and reporting.
- Experience managing and administering a budget.



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Language Ability

- Ability to read, analyze, and interpret business documents, and technical procedures
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions
- Written and spoken bilingual fluency in English/Spanish preferred

Computer Skills

- To perform this job successfully, an individual should have strong knowledge of Word Processing software; Spreadsheet software; Internet software; including but not limited to; Word, Excel, Outlook, PowerPoint, Mail Merges, and database management.

Physical Demands

- The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear.

EMPLOYEE BENEFITS:

- Paid sick time to begin accrual immediately upon hire
- Paid vacation time to begin accrual the start of the payroll period after 60 days full time employment
- Health insurance, partially employer covered, beginning the first of the month following 60 days full time employment
- Vision, and dental insurance, at the employee's expense, beginning the first of the month following 60 days full time employment
- Paid holidays, including the week between Christmas and New Year's
- Supplemental and disability insurance available
- Retirement plan contributions available

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