The Director of Development is a full-time, benefited, exempt position, working closely with the Executive Director to design and implement strategies that ensure successful organizational fundraising, including all activities related to the cultivation and solicitation of individual, corporate, foundation, grant and government support, as well as major gifts program, annual fund, planned giving, special events and capital campaigns.

ABOUT US

We are a collective of driven, enthusiastic professionals; devoted stewards of one of the most beloved institutions in Colorado. One of only 5 National Historic Landmarks in the State and one of the few remaining living examples of The Chautauqua Movement in the United States, Chautauqua is a special place for people of all ages. The Director of Development is part of a team that inspires support for the rich cultural and recreational offerings, as well as the historic structures themselves.

HOW YOU’LL SPEND YOUR TIME

You will work hard to develop relationships with community leaders, high-profile individuals, current and former donors, and businesses. You will develop a plan and a pipeline of strong prospects with ambitious fundraising goals for long-term, strategic growth. You will work with senior leadership to understand our vision and support the mission and vision of Chautauqua.

A WORD ON DIVERSITY

The Colorado Chautauqua Association follows an equal opportunity employment policy and employs personnel without regard to age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, military status, political service, affiliation, or disability. This policy also applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants.

ABOUT YOU

You are a well-connected and active community leader, a strong manager, and advocate driven by a passion and a purpose greater than yourself. You believe that goals are just a starting point and once accomplished, you seek out even greater challenges. You are not afraid to take chances and you are willing to roll-up your sleeves to get the results you need.

7+ YEARS RELATED EXPERIENCE

3+ YEARS MANAGEMENT EXPERIENCE

GRANT-WRITING & LEADERSHIP

STRONG, INSPIRATIONAL LEADER

YOUR PAY & BENEFITS

$75,000 - $85,000

Colorado Chautauqua Association also offers excellent benefits including paid time off, health, dental, vision, life and a 401K retirement plan.

READY TO APPLY?

All applicants are encouraged to read the full job description before applying.
Colorado Chautauqua Association  
POSITION DESCRIPTION  
April 2019

Directo of Development

Association Mission and Values
The Colorado Chautauqua Association is a 501(c)3 Colorado non-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration and the arts. Historic significance, traditions, cultural relevance, respite and enrichment are among the community benefits provided by the Colorado Chautauqua.

The Colorado Chautauqua Association is an equal opportunity employer and does not discriminate on the basis of race, age, ethnicity, religion, gender, or sexual orientation.

Summary Description
The Director of Development is a full-time, benefited, exempt position, working closely with the Executive Director to design and implement strategies that ensure successful organizational fundraising, including all activities related to the cultivation and solicitation of individual, corporate, foundation, grant and government support, as well as major gifts program, annual fund, planned giving, special events and capital campaigns.

Responsibilities

• Develop and implement strategic, comprehensive annual development plan, including all individual, corporate, government and foundation campaigns, in addition to special events and planned giving.
• Efficiently and effectively integrate simultaneous fundraising campaigns across multiple channels in an effort to retain and upgrade fundraising efforts at every level.
• Maintain a portfolio of major donors and prospects.
• Identify, cultivate, and solicit prospective individual and corporate donors. Meet personally with major donors, corporate and foundation leaders to ask for support for CCA.
• Build a planned giving initiative that encourages bequests and other types of deferred giving to CCA.
• Develop and manage Board, staff, and volunteer fundraising capacity. Provide training and support for them to identify, cultivate, solicit and steward appropriate donors.
• Plan and coordinate all fundraising and cultivation events.
• Oversee gift processing, acknowledgement systems, and donor stewardship efforts.
• Oversee internal and/or external granting activities, including applying, tracking and reporting for foundation, corporate and governmental grants.
• Formulate and monitor the organization’s development budget against goals; prepare monthly reports for director and board review.
• Oversee all aspects of fundraising communications, working closely with the Manager, Marketing and Communications to ensure unified brand messaging across all platforms.
• Represent the organization at social functions and other activities in the community.
• Maintain up-to-date knowledge about fundraising trends and best practices and regulations, apply them appropriately.

Reporting Relationships

Reports to: Executive Director
Collaborates with: Director of Operations, Manager, Marketing & Communication; Director, Hospitality and Sales; General Manager, Public Events; Board members and leadership volunteers
Oversees: Administrative support for donor acknowledgements and database; part-time external grants contractor

Qualifications / Personal Attributes

• Minimum 7+ years related experience and proven track record of securing major gifts.
• 2+ years management experience.
• Organized and inspiring team leader.
• Demonstrated understanding of accepted principles of charitable giving, particularly in the areas of capital campaigns, major gifts, corporate sponsorships and individual donor cultivation.
• Event management experience.
• Grant-writing experience with proven ability to write professionally and persuasively.
• Strong verbal communications skills and demonstrated ability to speak clearly and persuasively.
• Strong donor relationship management skills and a focus on relationship building among a wide range of individuals, socio-economic and cultural backgrounds.
• Demonstrated ability to think strategically, thorough understanding of strategic development and set strategic goals with accompanying action plans.
• Ability to work collaboratively with staff in a positive and supportive environment.
• Demonstrated experience developing annual revenue and expense budgets and tracking expenses.
• Must be able to work nights, weekends and special events when necessary.

Physical Requirements

Duties may require lifting pushing/pulling and/or carrying of objects weighing up to 25 pounds. Must be able to climb stairs, ladders as well as navigate the site which has a 200-foot elevation change.

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.