



1175 Osage Street Suite 300
Denver, CO 80204
p 303.892.8444
f 303.892.8375
w cwee.org

Job Announcement

Title:	Development Manager
Position Status:	Full-time, Exempt
Reports to:	Vice President, External Affairs
Salary:	\$65,000 – \$91,000 per year
Benefits:	Full benefits including three weeks of vacation, every other Friday off, paid health days, paid family and medical leave, retirement match, health, dental and vision insurance, healthcare and dependent care flexible spending accounts, life insurance and disability benefits

Founded in 1982, CWEE's mission is fostering personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. CWEE believes that regardless of personal situations and other barriers to employment, when an appropriate level of education and support is provided, individuals can and will succeed.

CWEE's commitment to building durable skills and programming that evolve with the changing nature of work remains strong. In 2021, due to the pandemic, CWEE accelerated its 2020 strategic plan and strengthened the team and organizational culture, brought more CWEE to more people through the establishment of a virtual program and grew revenue to support demand. In December 2021, CWEE announced an updated three-year strategic plan, Blueprint 2.0, which includes: embracing a culture of organizational learning and continuous quality improvement; adapting and optimizing programming; and long-term sustainability.

SUMMARY OF POSITION

In support of CWEE's mission, the Development Manager will have primary responsibility for daily management and execution of the fundraising and development plan to grow CWEE's financial resources. This position reports to the Vice President of External Affairs and works in close partnership with that position and the CEO. The Development Manager will work across the organization to diversify and increase CWEE's resources and impact.

The Development Manager must be a self-starter, highly responsive and organized with strong interpersonal skills to effectively manage donor relationships. Ability to thrive in a fast-paced environment, commitment to continuous learning and an established track record of impact amidst organizational change required.

ESSENTIAL RESPONSIBILITIES

Manage and support the CEO and VP of External Affairs in the execution of the strategic fund development plan (30% of time)

- Create and actively manage portfolio system of individual and corporate donors in support of CEO and VP of External Affairs
- Provide resources to support ongoing cultivation and stewardship of major donors
- Analyze giving data to help achieve ambitious donor expansion and retention goals
- Develop and refine processes and procedures related to donor management
- Develop and manage plans for various fund solicitation campaigns, including all direct mail and Colorado Gives Day execution

Manage the day-to-day Operations of the Development Department (30% of time)

- Establish and manage annual fundraising budget, in coordination with the VP of External Affairs and the CEO
- Oversee donor database best practices and protocols
- Lead organization in best practices for fundraising procedures and operations
- Respond to daily inquiries from external stakeholders
- Create an internal culture of philanthropy

Supervise the Development Associate (15% of time)

- Directly supervise one (1) position: Development Associate
- Maintain ongoing communication with Development Associate through regularly scheduled check-ins
- Provide direction through delegation of projects and oversight of workload
- Develop and motivate using effective coaching skills, engaging in timely conversations around feedback and identifying training needs
- Engage in and provide documentation for performance conversations

Manage CWEE Ambassador Council (formerly Leadership Council) (5% of time)

- Develop, cultivate and steward donor relationships with CWEE's Ambassador Council—a key constituency group of change makers and emerging leaders
- Host Ambassador Council stewardship events
- Utilize the Ambassador Council to increase CWEE's visibility in the community

Oversee all CWEE fundraising (15% of time)

- Cultivate corporate event sponsors and manage fulfillment of benefits
- With Development Associate, oversee all logistics for execution of events
- Develop and manage budgets and vendor relationships for all events

Manage and effectively communicate CWEE's brand and impact to internal and external stakeholders (5% of time)

- Represent CWEE in a variety of settings including with civic groups and donors
- Work across teams to maintain an awareness of the program impact and work to promote the positive individual and social change that CWEE's mission embodies
- Ability to understand and champion the CWEE Advantage for internal and external stakeholders

JOB QUALIFICATIONS

- Broad understanding of fundraising ethics and principles, donor stewardship, and accountability
- Ability to understand, anticipate and respond to donor needs within organizational parameters
- Demonstrated success in utilizing state of the art communication and engagement strategies
- Familiarity with the Denver philanthropic community
- Mastery of Microsoft Excel, Word and PowerPoint
- Experience with fundraising databases (Donor Perfect preferred)
- Need consistent mode of transportation, job requires travel for local meetings and events
- Occasional nights and weekends required for events and meetings

PERSONAL QUALIFICATIONS

- Commitment to CWEE's mission and providing long-term, durable self-sufficiency through quality employment
- Active contributor to a positive work culture built on ongoing learning and continuous improvement
- Critical thinker with ability to synthesize data and make evidence-based decisions

- Passion for working cooperatively and effectively with others to enhance organizational effectiveness
- Goal oriented with ability to operate in a dynamic environment as well as perform in a self-directed manner
- Professional maturity, excellent written and oral communication, listening, and interpersonal skills to effectively engage all audiences and build relationships
- Willingness and skill to coach employees and address concerns in a timely manner

WORK ENVIRONMENT

- Must be located in the State of Colorado by the agreed upon start date
- All staff must be fully vaccinated against COVID-19 and provide proof of vaccination on the first day of employment; reasonable accommodations will be made for those with medical reasons or sincerely held religious beliefs
- While CWEE remains remote at the time of this posting, this position will eventually operate in a hybrid fashion, both in-person and remotely
- Willingness to work a varied schedule beyond core office hours, including occasional evening and weekend hours with advance notice
- Ability to attend meetings and events within the Denver Metro area

TO APPLY

Send cover letter and resume to careers@cwee.org. Please indicate '*Development Manager*' in the subject line. Materials will be reviewed and interviews scheduled as qualified applications are received.

NO PHONE CALLS, PLEASE.

CWEE is an Equal Opportunity Employer.

Minorities and individuals dedicated to diversity and multiculturalism are encouraged to apply.
A criminal background check of 7 years is required.