



**CENTER FOR
WORK EDUCATION &
EMPLOYMENT**

Job Announcement

Title:	Development Director
Position Status:	Full-time, Exempt
Reports To:	Chief Executive Officer (CEO)
Hiring Range:	\$101,970 - \$120,510 per year
Benefits:	Full benefits including every other Friday off, two weeks of annual vacation, two weeks of annual health time, annual wellness week and end of year closures, paid family and medical leave, retirement match, health, dental and vision insurance, healthcare and dependent care flexible spending accounts, life insurance, disability benefits, and a CWEE-issued laptop

Founded in 1982, the Center for Work Education and Employment ([CWEE](#)) is one of Denver's leading workforce and anti-poverty organizations. CWEE provides personal and professional support to address each career seeker's unique challenges and to facilitate a supportive path to long-term employment success. CWEE's mission is to foster 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.

The values that drive CWEE's mission of helping individuals succeed also drive CWEE's approach to organizational management and employee development. CWEE embraces a culture of organizational learning and continuous quality improvement while centering trauma-informed care and wellness at all levels of the organization.

SUMMARY OF POSITION

The Development Director is responsible for strategic direction and oversight of CWEE's fundraising and communication initiatives. This role is responsible for setting and meeting development revenue goals, and mission-aligned communications that increase CWEE's visibility in the community. This role is largely external and manages and grows CWEE's portfolio of major donors while also serving as a first point of contact for external stakeholders. The Development Director supervises and supports a growing development team, including but not limited to grant writing, organizational and external communications, and volunteer engagement.

CWEE is seeking a nonprofit development professional with a demonstrated ability to increase revenue and ensure long-term strategic growth. This role requires strong relationship management, an ability to translate strategy into action and a passion for CWEE's mission.

ESSENTIAL RESPONSIBILITIES

Strategic Development and Planning

- Design and implement a comprehensive fundraising and communications strategy
- Develop annual and multi-year fundraising goals and budgets, working with executive leadership to identify needs and align the fundraising strategy to support these goals.
- Oversee strategy and implementation of CWEE communications in partnership with the communications coordinator, including key messaging and annual report
- Manage, coach, and mentor a growing development team

- Collaborate with the development team to monitor and report on key fundraising indicators, including donor growth, retention, and overall campaign performance.
- Contribute to organizational strategy and report out both internally and to the Board of Directors regularly
- Work with staff across the organization to gather both qualitative and quantitative data to ensure development vision and planning aligns with organizational needs
- Develop new processes and tools to leverage technology and determine how new types of communication can further CWEE's mission
- Ensure events, communication and relationship work is done with a perspective that supports equity, diversity and inclusion efforts
- As a member of CWEE's Executive Leadership Team (ELT), work effectively across teams and foster communication that is consistent, transparent and multi-directional

Relationship and Donor Management

- Analyze giving data to help achieve ambitious donor expansion and retention goals in order to maintain and grow CWEE's portfolio of individual donors
- Collaborate with the CEO to engage the Board of Directors in fundraising and engagement, offering guidance, training, and tools that help members confidently represent CWEE
- Develop and grow a program for major gifts including the stewardship of prospects and existing donors
- Develop and refine processes and procedures related to donor management
- Represent CWEE in a variety of settings including with grant partners and donors
- Develop and maintain collaborative partnerships with various employer, community and public policy stakeholders with an emphasis on increasing CWEE's visibility and providing internal introductions to other CWEE staff
- Define CWEE's organizational strategy to engage partners and volunteers to ensure consistent approaches for all external-facing CWEE staff
- Maintain partnership profiles, organizational engagement data and systems to share updates across the organization

Supervision

- Supportively guide the professional development of CWEE's Development team by embracing CWEE's use of developmental and motivational supervision
- Maintain ongoing communication with direct reports, utilizing motivation, reflective engagement, goal-directed behaviors and related approaches embraced by CWEE
- Provide direction through coaching, delegation of projects and oversight of workloads
- Develop and motivate staff using effective and organizationally consistent motivational coaching and trauma-informed frameworks
- Engage in timely conversations to share feedback and identify training needs; develop and provide documentation to support growth and address performance

Events and Community Outreach

- Lead the planning and execution of CWEE's annual fundraising and stewardship events in partnership with the development team and volunteers.
- Develop and oversee campaigns and special initiatives that strengthen donor relationships and community engagement.
- Oversee CWEE's brand and communications strategy, including media relations and storytelling initiatives, to elevate visibility and reinforce community trust.

Professional Growth and Wellness

- Regularly reflect on progress toward professional goals, both individually and with supervisor, identifying and following through on learning opportunities
- Identify opportunities to mitigate stress

JOB QUALIFICATIONS

- Proven success in designing, implementing and leading strategic fundraising and communication plans
- Experience effectively cultivating, soliciting, and stewarding individual donors; major donor experience is preferred
- Proven ability to successfully navigate public, private and non-profit organizations
- Persuasive and clear communicator with excellent written, verbal and interpersonal communication skills
- Analytical and strategic thinker who possesses strong problem-solving skills
- Willingness and skill in training and coaching other colleagues
- Familiarity with the Denver philanthropic community, preferred
- Proficient in Microsoft Office Software (i.e. Outlook, Word, Excel, PowerPoint)
- Aptitude for data and information software and other technologies designed to support fundraising, events, constituent relations and sales activities, Donor Perfect experience preferred

PERSONAL QUALIFICATIONS

- Commitment to CWEE's mission of providing long-term, durable self-sufficiency through quality employment
- Active contributor to a positive work culture built on ongoing learning, continuous improvement and attention to wellness
- Commitment to Equity, Diversity and Inclusion (EDI) and a willingness to empower staff at all levels of the organization
- Demonstrated supervision approach that is responsive, strengths-based and attuned to evolving individual and organizational needs
- 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
- 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
- CWEE operates in a hybrid workplace model that balances the responsibilities of being a direct service organization with the benefits of a flexible work environment; all staff should expect time in the office
- 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 Director' in the subject line. Materials will be reviewed and interviews scheduled as qualified applications are received. Priority will be given to those candidates who apply by November 1, 2025.

NO PHONE CALLS, PLEASE.

CWEE is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants. If you have a disability and require reasonable

accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to careers@cwee.org. Applicants of any and all backgrounds are encouraged to apply. CWEE is also dedicated to building a diverse and inclusive workplace. If you're excited about this role and your past experience doesn't align perfectly with the requirements in the job description, we encourage you to still apply. You might be the right candidate for this or other roles within the organization.

Compensation is based on relevant experience and internal equity and is reviewed regularly to ensure fairness, competitiveness, and alignment with CWEE's compensation philosophy.

A criminal background check of 7 years is required and CWEE will consider for employment all qualified applicants with criminal histories in a manner consistent with applicable law.