



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are currently seeking a passionate and energetic **Development Manager** for our Head Start Early Learning Centers in **Denver, CO**. This position is a **year round** position and are eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

Position Summary:

Overseeing the Development Department, this role assumes the responsibility for the multiple development functions that support the advancement of the agency, with primary emphasis on leading fundraising activities from individuals, corporations and foundations as well as the identification of potential funding and grant sources for current and future programs.

In addition to the general oversight of government grants and the successful initiatives to attract new funding sources, this role is also responsible for the oversight of contract proposals and assists with the administration of major contracts.

Duties and Responsibilities:

- Develops and implements an annual fund-raising plan resulting in increased financial support for program and services
- Responsible for the development of new giving proposals and other opportunities
- Identifies and implements donor cultivation and solicitation strategies while working closely with volunteers, staff, and management within our serving communities

- Researches and implements planned giving initiatives
- Oversees the development of writing projects from inception to delivery
- Researches potential grant sources and supports the writing of grant proposals
- Researches individual giving opportunities and schedules one-on-one visits with prospects and donors
- Promotes goodwill and generates public awareness for the organization
- Maintains and builds upon existing base of funders and donors
- Represents the organization before a variety of external audiences, including corporate/individual donors, government agencies, elected and non-elected officials and foundations
- Spearheads special events and works with Area Managers to create RMSE awareness in new and existing communities
- Manages the development of donors' newsletter as well as marketing materials
- Assists with media relations
- Establishes fundraising partnerships with area businesses
- Manages agency and programs' social media presence
- Writes appropriate and timely acknowledgments of gifts and the proper maintenance of computerized donor records, including the production of regular activity reports and campaign analyses
- Develops budgets and justifications for new proposals and renewals of grants
- Develops and presents annual reports
- Supervises the Grant Writer role
- Other duties as assigned

Education, Credential, and Qualifications Requirements:

- Bachelor's degree in Business Administration, Marketing, Communications, Nonprofit Administration and/or Journalism preferred
- 5 years of development experience and successful fundraising
- 3 to 5 years' experience and proven ability in grant research, development, writing or technical writing
- Demonstrated experience in leading and developing a strong fund development function at the \$10 million+ /year or more level
- Working knowledge of fundraising principles and practices, particularly in annual giving, major and planned giving programs, grant development and management, and event planning and execution
- Demonstrated experience developing large (multi-million dollar) federal grants
- Federal grant writing experience
- Community assessment experience
- Equipped with political awareness and savvy
- Database management software (i.e. Raiser's Edge, Financial Edge)
- Ability to use best practices in proposal development
- Understanding of positioning strategies for the company and specific projects
- Ability to learn subject-specific terminology for use in development of written materials
- Knowledge of MS Word, Excel and PowerPoint and Google products
- Strong writing, editing and proofreading skills
- Strong research skills

- Ability to work independently and calmly under deadlines
- Ability to produce high-quality work on deadline
- Expertise in the use of English grammar, punctuation and syntax
- Effective negotiating skills
- Budget development and oversight capabilities
- Ability to maintain a high level of confidentiality
- Ability to work flexible hours, including evenings and weekends and travel as required.
- Demonstrates high levels of resiliency, hardiness, self-awareness and emotional intelligence
- Has the desire and acts upon the aspiration to serve others
- Able and possess the 'know how' of translating RMSER's values into processes and practices
- Driven to continue to improve and iterate systems and processes as opposed to settling for what is already established
- Flexibility and self-management in the face of change and business pressures with the ability to work in a high volume, fast paced environment with changing priorities

SCREENING REQUIREMENTS

- Pre-employment criminal records check is required prior to offer of employment
- Criminal Background and finger print clearance. Staff must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of RMSER
 - If you have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI
 - Staff whose background check is not in compliance with the regulations may be terminated
- RMSER will submit a request for review of the Central Registry of Child Protection within 10 days of employment
- Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to RMSER insurance policy standards, staff will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by any staff to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role
- While performing the duties of this job, the staff is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear
- This position will be required to drive to various locations therefore they must be physically able to drive for longer periods of time in both the city and mountain remote regions
- The staff must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSER is an Equal Opportunity Employer