



The Women's
Foundation of Colorado

Director of Development Job Description

About The Women's Foundation of Colorado

The Women's Foundation of Colorado is the only statewide, community-funded foundation protecting the progress and advancing gender, racial, and economic equity for all Colorado women. Through research, education, advocacy, and strategic philanthropy, WFCO works to create a future where Colorado women of every background and identity prosper.

Position overview

Reporting to the Vice President of Development, the Director of Development leads critical fundraising initiatives while managing the Events Manager and Donor Database Administrator. This role is central to executing WFCO's development strategies, overseeing key giving programs, and maintaining strong donor relationships. The Director plays an essential part in coordinating team efforts and ensuring effective implementation of fundraising activities to meet development goals.

Essential duties & responsibilities

Team Leadership & Management

- Directly supervise and mentor the Events Manager, who among other things, manages WFCO's Annual Luncheon
- Directly supervise and mentor the Donor Database Administrator
- Coordinate cross-departmental projects collaborating with Programs, Communications, and Finance teams as needed
- Drive implementation of development strategies and best practices

Donor Relations & Fundraising

- Lead and grow two primary communities of giving: Power of Extended Philanthropy (PEP) and Empowerment Council (EC)
- Oversee annual giving programs and donor stewardship initiatives
- Manage grant seeking process, including research, proposal writing, and reporting
- Develop and execute strategies for individual donations and major gifts
- Participate in WFCO events and donor meetings
- Build and maintain strong relationships with donors, ensuring excellent stewardship, and working with other fundraisers to identify, qualify, and prospect donors for greater giving
- Basic volunteer management of one-off volunteer projects and opportunities and prospective donors and stakeholders interested in volunteering

Operations & project management

- Drive daily execution of annual giving programs, ensuring timely completion of donor communications, acknowledgments, and database maintenance
- Maintain development calendar and coordinate concurrent activities
- Track and report on program metrics, donor engagement, and giving patterns
- Implement and maintain systems for efficient development operations
- Collaborate with Vice President of Development on budget planning and financial projections

Preferred experience

- Five to seven years of progressive development experience
- Supervisory experience
- Proven track record in donor relationship management and program coordination
- Strong project management skills with ability to prioritize multiple concurrent initiatives
- Experience with donor database management (Raiser's Edge preferred)
- Excellence in written and verbal communication
- Bachelor's degree or equivalent relevant experience

Knowledge, skills, and abilities

- Strong people management and mentoring abilities
- Excellent organizational and time management skills
- Ability to build and maintain relationships with diverse stakeholders
- Commitment to equity and inclusion
- Strategic thinking and problem-solving capabilities
- Collaborative approach to team leadership

Working environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Hybrid work model: In-office Tuesday through Thursday
- Some evening and weekend work required for events
- Local travel for donor meetings and occasional statewide travel
- Physical requirements include computer work and event setup (up to 20 pounds)

Compensation and benefits

- Competitive salary commensurate with experience, range: \$75,000 - \$100,000
- Comprehensive benefits package including health, dental, and vision insurance
- 403(b) retirement plan with employer match
- Generous vacation and sick time off policies and holiday schedule
- Professional development opportunities

To apply, submit cover letter and resume to Jobs@wfco.org by Sunday, March 16.

In alignment with our goal of advancing gender, racial, and economic equity, WFCO welcomes and encourages applications from members of historically and systemically marginalized communities.

We understand that there are individuals who could excel in this role without meeting 100% of the qualifications precisely as described or who have essential skills we may not have considered. If that's you, we encourage you to apply and tell us about yourself. We are committed to considering candidates with diverse work experiences and backgrounds.

It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, gender expression, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity. In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.