



**Position:** Development Manager

**Reports to:** Chief Operations Officer

**Directly Supervises:** N/A

**Position Hours:** Full Time (40 hours)

**Position Open/Close:** Open until filled

**Hiring Contact Information:** [careers@mariadroste.org](mailto:careers@mariadroste.org)

**Maria Droste Counseling Center provides collaborative behavioral health services for community members, regardless of their ability to pay.** We partner with other community organizations to bring mental health services to where people already live and receive care, including schools, medical settings, senior living facilities, affordable housing, and family justice centers. Additionally, we provide counseling services to individuals, couples, and families through our traditional outpatient programming. We are a growing, dynamic, evolving workplace and seeking a candidate who is interested in and able to grow with the organization.

**Job Summary:** This position will serve as a member of the Leadership Team. This position will ensure the sustainability of our mission by leading our Development Department in providing competent detail-oriented, constituent-focused implementation of key development activities. This position will manage Development administrative functions, including marketing and communications, website management, fundraising and event planning, grant support, and direct donor cultivation and contact. This position will require self-initiative, a strong attention to outcome measures, constituent database management, prospect evaluation and pre-screening and growing other program assessment tools. All Maria Droste Counseling Center personnel require a commitment to Diversity, Equity, and Inclusion, and co-creating a sense of belonging within our community.

### **Essential Duties and Responsibilities**

#### ***Fundraising***

- Manages, coordinates, implements and enhances MDCC's annual giving program following and building upon the campaign plan, and overseeing precise messaging for external communications (Major Donor, Annual Giving, and Endowment/Legacy Giving)
- Tracks, stewards and communicates with monthly, annual and cumulative giving clubs
- Plans donor stewardship events and outreach
- Identifying innovative and progressive ways to reach donors outside of traditional methods
- Works with the CEO and COO to build relationships and solicit individuals, grantors, and businesses

#### ***Events***

- Manages and implements 360 event planning and support for MDCC events (the Annual Golf Tournament, PRIDE Fest Booth, and other awareness building events)
- Oversees meetings, tracks timelines, creates post-event reporting/evaluations
- Serves as point of contact for staff and volunteers in all events
- Supports and maintains agency holiday drives

#### ***Systems Support***

- Ensures that effective and efficient communication & fundraising systems are in place. This includes identifying and researching donor prospects, tracking and cultivating donor involvement to ensure that



donors and prospects stay engaged with the organization, and maintaining communication database contacts (Donor Perfect, Constant Contact)

- Partners with the Finance Department for reporting purposes and program staff for evaluation and outcomes information
- Manages Colorado Gives and other annual applications

#### ***Marketing and Communication Support***

- Oversees communications and marketing efforts of the agency, to include management of organizational website (in partnership with the Technology Department) and manages all organizational social media pages
- Leads event coordination and implementation
- Assists CEO and Leadership Team with messaging to the outward community, building outreach and awareness
- Manages and supports development of online appeals, direct mail and other mass communication efforts and tracks ROI
- Support the development of marketing materials, including (but not limited to) social media posts, monthly newsletters, press releases, internal community digest, the creation of the annual report, donor recognition and wall
- Creation and distribution of internal and external e-newsletters
- Interfacing with marketing contractors/vendors and volunteers
- Works in partnership with the Leadership Team in creating a culture within the organization including promoting individual practices, highlighting programs, story gathering, and ensuring inter-department cohesiveness
- Maintaining communication calendars with Leadership Team
- Monitor and flag social media posts with concerning content

#### ***Organizational Development***

- Develop organizational structures that maximize leadership, function, and collaboration.
- Develop positions that leverage strengths of therapists and staff, meet a strategic need, and advance organization priorities.
- Leverage funding sources in creative ways to support growth and development in the organization.
- Provide direction and support to ensure a healthy and productive culture.
- Evaluate effectiveness of organizational development activities.

#### ***Volunteer Management and Other Duties***

- Supports with Volunteer on/off-boarding and management
- Lead volunteer acknowledgment celebration
- Board committee support and engagement

#### **Required Background, Knowledge, Skills, and Abilities:**

- Bachelor's Degree or equivalent experience
- Three or more years experience in nonprofit fundraising with a track record of fundraising success, with major gifts, special events, direct mailing, annual giving and planned giving projects
- Experience seeking out and cultivating relationships that foster growth in partnerships, or bolster agency funding opportunities
- Knowledge of the Denver philanthropic community strongly preferred
- Experience with, and dexterity in, social media and website management, supporting digital marketing campaigns, video editing and tech support



- Experience with database systems such as Donor Perfect, Salesforce, or Raiser's Edge
- Experience leading or coordinating volunteers
- Experience leading the implementation of donor recognition and stewardship activities
- Previous success meeting agency fundraising goals through diverse funding streams
- Passion for working in a non-profit setting, developing new relationships and initiatives
- Ability to work independently and be a self-starter
- Ability to organize, motivate and lead others to success
- Detail-oriented, proactive, and strategic
- Energetic and innovative
- Ability to provide friendly, donor-centered customer service and represent the agency and our mission in a respectful and positive manner
- Ability to work within a budget
- Comfort working in ambiguity and building a structure from concept to action
- Strong written and oral communication skills, facilitating meetings and communications with efficiency
- Comfort and effective networking and development of new business relationships
- Strong interest or connection to mental health
- Commitment to promoting diversity, equity, and inclusion both in their personal and professional communities

#### **Compensation and Benefits**

- Salary Range of \$55,000-\$72,000, commensurate with skills and experience
- 4 weeks PTO/sick leave, 100% paid Employee healthcare benefits (full-time only), 401(k) plan (full-time only), gym on site, paid parking (full time only)
- Two floating holidays
- Remote work days
- Professional development and certification opportunities
- Access to clinical professionals for peer consultation and support
- Mission oriented organization with strong reputation in the community

To apply please submit a resume and cover letter to [careers@mariadroste.org](mailto:careers@mariadroste.org). Maria Droste Counseling Center is an equal opportunity employer. **Learn more about us at our website: <https://mariadroste.org/about-us>, or [click here](#).**