

COLORADO FISCAL INSTITUTE
JOB ANNOUNCEMENT
September 2024

Organization and Type: Colorado Fiscal Institute 501(c)(3)

Job Title: Development Manager

Reports to: Executive Director

Type of Job: Full-time, non-exempt

Starting Salary Base: \$78,000

Position Overview

The Colorado Fiscal Institute (CFI) seeks a talented and highly organized Development Manager to ensure the financial health of CFI through targeted individual, foundation, and philanthropic contributions. The Development Manager will shape and oversee CFI's development strategy and implementation, with a focus on helping secure significant new funding from foundations and individuals. In addition to identifying new sources of funding, the Development Manager ensures the financial growth of CFI by working to raise visibility and awareness of the organization and its mission. The Development Manager will report to the Executive Director and will work closely with the Leadership Team and cross-functional areas. The ideal candidate will be an experienced fundraiser who flourishes in a fast-paced environment, can effectively manage multiple issues and projects simultaneously and thrives in engaging diverse audiences around the power of infusing evidence into policy decisions. The person who will thrive in this role will be someone committed to economic justice and can see themselves creating a culture of giving at CFI, eventually growing into the role of Strategic Development Director.

About CFI

CFI is a nonprofit, nonpartisan organization that advocates for sound tax, budget, and economic policies that promote equity and widespread economic prosperity. Through innovative research, advocacy, communications, and deep partnerships, CFI is leading a growing movement to advance anti-racist fiscal and economic policies that support working families and dismantle constitutional and structural barriers to equitably shared wealth and power in Colorado.

Commitment to Equity, Diversity, and Inclusion

CFI is committed to the ongoing effort to create and maintain a workforce that reflects our unwavering commitment to equity, diversity, and inclusion. Recruiting staff that reflects the diversity of perspectives and lived experiences of Colorado is a priority. We strongly encourage applicants from diverse communities, constituencies, and identities,

including but not limited to: class, race, color, creed, ethnicity, religion/spirituality, sex, gender identity, gender expression, age, national origin, disability, marital status, immigration status, sexual orientation, history of incarceration, military status, and geographic location.

Development Manager's Core Duties and Responsibilities include:

Development Strategy

- Research prospects and develop strategies to support and grow CFI's major donors, local partner support, and local and national foundation funding to sustain the organization and advance CFI's mission
- Foster and maintain strong relationships with new and existing funders and program officers to help grow and strengthen CFI's grant portfolio
- Manage CFI's donor pipeline and grants calendar along with individual giving communications calendar
- Represent CFI with donors and at periodic donor events; prepare Executive Director and staff for donor and foundation calls, meetings, and presentations
- With the Executive Director, develop and manage the Board's Fundraising activity and ensure all Board member engage in fundraising

Individual Giving

- Develop a plan for Executive Director and staff "touch" points with individual donors
- Research prospects and manage relationships to grow major donor giving program
- Solicit gifts and support the Executive Director and Board Members in solicitations
- Develop compelling messaging and implement strategies for consistent, clear communication with existing and prospective donors.

Foundation Giving

- Oversee and manage all LOIs and grant proposals including writing, editing, and proofing; compiling all required pieces for submission and ensuring submissions of proposals that are compliant, timely, and competitive
- Maintain grant compliance and reporting, including outcome measurement and grant budgets
- Coordinate with internal staff to develop strong proposals, track outcomes and deliverables, and communicate successes and challenges back to donors on an ongoing basis

- Develop compelling messaging and implement strategies for consistent, clear communication with existing and prospective foundation partners.

Development Operations

- Manage Colorado Gives Day, Annual Appeal and direct mail program, including drafting print and digital appeals, pulling mailing lists and sending out solicitations
- Work with CFI leadership to create and manage an annual budget for the organization, that is based on strategic revenue targets, provide quarterly fundraising reports to the Board of Directors, and participate in the annual audit
- Work with communications team to keep relevant web pages current, periodically assist with social media and run donor reports
- Assist CFI's outreach team with the planning and implementation of CFI events

Required Skills and Experience

- A strong belief in CFI's mission of a more economically just and racially equitable society
- More than three years of development experience, including direct solicitation of five- to six-figure gifts from foundations and other grantmaking organizations
- Proven experience assisting with creating and executing a development strategy
- Knowledge of philanthropic organizations at the state and/or national level
- Demonstrated project management skills and the ability to coordinate across multiple parts of the organization
- Strong writing and editing skills with fluency in translating to funders why tax, budget, and economic policies play a foundational role in creating thriving communities and just societies
- Oversee all aspects managing donor records, contribution processing, and acknowledgements
- Organized with strong attention to detail and the ability to meet deadlines, including the deadlines that emerge during busy cycles including legislative environments
- Good interpersonal skills, including the ability to interact comfortably and respectfully with a diverse team and alongside diverse community partners
- Experience with Excel, as well as other components of Microsoft Office suite and Google suite
- Able to work collaboratively, with a willingness to bring your full self and creative ideas to advance the goals of the team
- Successful candidate will be a self-starter who likes to write and can tell a compelling story

Desired Skills and Experience

- Bachelor's degree in a relevant field and experience fundraising for an organization that does not do direct service work
- Knowledge of online platforms like Salsa, CRM, Canva
- Proven track record of achieving revenue targets
- Familiarity with Colorado and its unique nonprofit and philanthropic landscape
- Experience with policy advocacy or working in the nonprofit advocacy environment

Salary and Benefits

This is a full-time, exempt position based in Denver with some required travel. The starting base salary for this position is \$78,000 with adjustments for education, experience, language proficiency and other elements. CFI offers a competitive benefits package with generous paid time off (sick and vacation), paid family and medical leave, paid holidays, a SIMPLE IRA retirement plan with employer match, health insurance (medical, dental, and vision), the opportunity to receive sabbatical time after five years, and a flexible work schedule. As of January 2024, CFI staff are working on a hybrid schedule, with two mandatory in person days and a flexible remote work schedule three days a week.

Please email (subject line: Last name, First name, Development Manager) a cover letter, resume and a writing sample to careers@coloradofiscal.org. The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications and how you are prepared for the responsibilities outlined in the job description. For the writing sample, please include a development-related sample. Please include the best daytime phone number where you can be reached. This position will remain open until filled with resume review beginning the week of October 14, 2024.