Job Title: Director of Development  
Reports To: Executive Director  
Status: Full Time - Exempt  

The mission of Denver Children’s Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, neglected, or traumatized by witnessing violence. We are one of 17 child advocacy centers in Colorado providing friendly, family-supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment. DCAC never charges families for its services and we never place time limits on healing.

Summary of Position

The Director of Development is responsible for planning, organizing and directing all DCAC fundraising events, as well as the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director of Development works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

Job Responsibilities:

- Cultivate corporate and individual donors.
- Establish a strong presence in the corporate world.
- Create annual development and fundraising goals according to DCAC’s strategic business plan.
- Organize and successfully implement DCAC’s fundraising events.
- Grow DCAC’s Endowment and Planning Giving options.
- Oversee fundraising database and tracking systems.
- Oversee creation of publications to support fundraising activities.
- Maintain gift recognition program.
- Interact with numerous community stakeholders including media, donors, community leaders, other non-profit agencies, government officials, volunteers, Board members, etc.
- Always demonstrate professional conduct.
• Coordinate all grant-related activities.
• Lead the organization’s marketing efforts.
• Perform other related duties as requested.

Knowledge and Experience:

• Bachelor’s Degree (required), Master’s Degree (a plus).
• Previous experience in cultivating new donors (individuals and or corporations).
• Demonstrated excellence in organizational, managerial, and communication skills.
• Excellent knowledge of Microsoft Office and personal computer-based software.
• Strong interpersonal and writing skills.
• Strong problem-solving ability.
• Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
• Have the desire to get out of the office and build external relationships.
• Be organized and exhibit “follow through” on tasks and goals.

Benefits:
Denver Children’s Advocacy Center offers an excellent compensation package with full benefits which include medical, dental, and vision insurance, as well as a retirement plan option.

Denver Children’s Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool.

To apply for this position, please email your resume and cover letter by February 19th, 2020 with Director of Development in the subject line to HumanResources@DenverCAC.org or send by mail to:

Denver Children’s Advocacy Center
ATTN: Human Resources
2149 Federal Blvd.
Denver, CO 80211