

Job Announcement  
Development Director  
Colorado Center on Law and Policy

**Background**

Colorado Center on Law and Policy is a nonprofit, nonpartisan advocacy organization that has been committed since 1998 to advancing the health, well-being and economic security of low-income Coloradans. We advocate for systemic policy changes that are well-founded in research and in the needs of the community on whose behalf we work.

As a leading voice for low-income Coloradans at the State Capitol and with state agencies, CCLP has worked on the expansion of Medicaid, creating and funding a state Earned Income Tax Credit, funding for adult education, and making quality health care accessible and affordable for consumers. We are a mission-driven organization that is committed to integrating values of diversity, equity and inclusion into our daily work and into the policies for which we advocate in order to advance racial and economic equity within our organization and in Colorado.

**Position Description**

Colorado Center on Law and Policy is seeking a Development Director to develop and implement our fundraising initiatives to support CCLP's mission and vision. This is a new position that will build on a successful track-record by the Executive Director and other staff of raising funds to support a \$1.3 million budget. This position reports to the Executive Director and works closely with the Communications Director, Office and Business Manager, and a committed staff of expert policy advocates.

The successful candidate will be responsible for planning, directing and coordinating all fundraising activities, with an emphasis on foundation grants and developing major donors. In addition, the Development Director will help plan CCLP's annual event, Pathways from Poverty, and work with the Executive Director to elevate the organization's profile among state and national grant-making foundations.

**Essential Duties and Responsibilities**

- Assist the Executive Director in meeting donors and supporters on a continual basis to establish effective communications with them.
- Develop strategy to increase the individual donor base, and engage existing individual and major donors.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.

- Obtain grant funding including researching, writing proposals, and overseeing reporting requirements.
- Direct the fundraising program, including developing content for mailings and CCLP's Colorado Gives Day profile.
- Oversee prospect research.
- Oversee planning of CCLP's annual Pathways from Poverty event, secure sponsorships to support the event and increase attendance from its current level to make it a signature event.
- Work closely with the Executive Director, Communications Director, program heads and Board of Directors to write compelling and strategic fundraising communications that align with CCLP's mission and goals.
- Work directly with Board members to engage them in the fundraising process.
- Promote CCLP to potential funders and the wider community.
- Oversee fundraising database and tracking systems.
- Collaborate with other staff to develop grant proposals.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Perform other related duties as requested.

### **Qualifications and Job Requirements**

- Must embrace social and economic justice issues and the mission of Colorado Center on Law and Policy, including its commitment to diversity, inclusivity and equity.
- Strong interpersonal and writing skills, and the ability to build and maintain relationships with people of diverse backgrounds, cultures and perspectives.
- Knowledge and experience in fund raising techniques, particularly grant writing within the structure of the Colorado Common Grant Application.
- Familiarity with Colorado based foundations and experience building philanthropic relationships
- Skills to work with and motivate staff, and board members.
- Able to work independently, take initiative, plan ahead to meet deadlines without last-minute rushes, and be willing to initiate donor visits and fundraising calls.

- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Excellent computer skills, including proficiency in Microsoft Word and comfort with Excel, Constant Contact, and Salesforce. Basic graphic design skills are a plus.
- A bachelor’s degree or higher.
- 5 years minimum experience in professional fundraising and demonstrated success in writing grant proposals.

### **Key Attributes**

CCLP is seeking a candidate who is open-minded and committed to diversity and collaboration, and who will treat all members of staff, our board of directors, volunteers and donors with dignity and respect.

### **Compensation**

This is a full-time position. The salary for this position is commensurate with experience. CCLP offers a competitive benefits package including: paid time off (sick, vacation, holidays), life and disability insurance, 403b retirement plan with employer match, health insurance (medical, dental, & vision), flexible spending account, and employee loan program.

### **Applying**

To be considered for this position, please submit a cover letter, resume, writing sample and salary requirements to CCLP via email to [info@cclponline.org](mailto:info@cclponline.org) and include Development Director in the subject line. Applicants will be reviewed as they are received and the position will be open until it is filled. No phone calls please.

CCLP encourages candidates with diverse backgrounds and experiences to apply.

Colorado Center on Law and Policy is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive work place that embraces diverse backgrounds, life experiences and perspectives. CCLP prohibits discrimination on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other status protected under applicable law.