



CHIEF DEVELOPMENT OFFICER JOB DESCRIPTION

Position/Title: Chief Development Officer

Position Type: Exempt / FTE

Reports To: President and CEO

Growing Home is a nonprofit organization based in Westminster, Colorado. We envision a thriving, healthy, and equitable north metro Denver for all. In partnership with those who live in the community, we advance equity in food, housing, parenting education, and lifelong stability to create lasting change for today and the future. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

Core Values: Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.

General Purpose:

The Chief Development Officer is a member of Growing Home's Leadership Team and is charged with developing and implementing Growing Home's comprehensive development strategy and ensuring financial sustainability and growth goals are met. The Chief Development Officer oversees all development staff and activities, utilizing effective; community-centered; and data-driven techniques to fuel and fulfill Growing Home's mission. The Chief Development Officer is responsible for ensuring strong integration of the development work throughout the organization.

Responsibilities:

Strategic Leadership

- Participate in Growing Home's Leadership Team, contributing to the creation and implementation of the organization's strategic goals as well as the overall management of the organization and its workplace culture
- Lead organizational strategic priorities and goals related to fundraising, external communications, and volunteer management
- Supervise staff using Growing Home's servant leadership philosophy
- Develop and implement best practice, community-centered fundraising and communications activities in alignment with Growing Home's mission, vision, data-driven approach, and commitment to diversity, equity, inclusion, and belonging
- Ensure alignment and collaboration among development staff/initiatives and other staff/parts of the organization

Fundraising

- Oversee creation, implementation, evaluation, and continuous improvements of strategy for comprehensive development department

- Create, manage, and evaluate Growing Home’s annual revenue plan and timeline with an emphasis on growing and diversifying revenue for continued financial sustainability across all sources (individual, corporate, and community donors; foundation and government grants; in-kind)
- Design, implement, and evaluate fundraising events, drives, and campaigns
- Oversee volunteer program, ensuring it is meeting programmatic and fundraising goals
- Oversee maintenance and effective utilization of donor database, ensuring team captures all data; preparing reports and providing information regarding fundraising goals as requested and required
- Ensure external communications for supporters/fundraising are data-informed, ethical, strengths-based, accessible, and in alignment with the organization’s messaging platform
- Provide strategy and guidance to CEO in development initiatives, donor stewardship, and cultivation
- Prospect and network with new donors as well as steward and cultivate relationships with existing donors
- Mindfully weave a culture of philanthropy throughout Growing Home

Development Team Leadership and Management

- Provide training and support to staff, Development Committee members, and the Board of Directors on their role in Growing Home’s development strategy
- Create and manage development department budget in conjunction with the Chief Financial and Operating Officer
- Serve as staff liaison to Development Committee, co-planning and co-facilitating meetings with Committee Chair
- Collaborate with Chief Strategy and Impact Officer and other key staff to ensure integration in funding opportunities and program needs
- Work closely with the Chief Financial and Operating Officer to ensure alignment between fundraising and operational efforts

Job Qualifications:

- Proven track record in nonprofit fundraising, with an understanding of and experience in community-centered fundraising preferred
- At least two years of supervisory, leadership, and management experience
- Strong written and oral communication (bilingual English/Spanish preferred)
- Experience in donor cultivation, grant and government contract management, volunteer management, and marketing/communications
- Strong relationship building skills
- Familiarity with Raiser’s Edge NXT strongly preferred
- Creative problem solver and innovator
- Experience in recruiting, training, and managing high level volunteers such as fundraisers and committee members
- Ability to mobilize and activate in diverse communities, observing cultural humility, sensitivity, and openness to working alongside people from diverse backgrounds
- Intense passion for social justice and equity, with a deep understanding of systemic issues of power and oppression

Hours of Work & Location:

- Hours of Work: This position is full-time. Work will generally be completed Monday-Friday, between 9am-5:30pm, with some evenings and weekends required

- Location: Work will primarily be performed in the Growing Home offices, with some local travel required. After a suitable period of employment and dependent on job duties, hybrid work locations may be permitted.

Why You Should Work at Growing Home:

- Competitive Pay: \$89,000-100,000, dependent on experience
- Fantastic Benefits:
 - Health, Dental, and Vision Insurance
 - Company-paid life insurance
 - Optional 403(b) retirement plan, with 5% match after 1 year
 - Dedicated professional development dollars
 - Weekly paid wellness time
 - Paid vacation time, sick time, and holidays
 - Company-paid mental health consultant
 - Wellness stipend
 - Cell phone stipend
- A fun, close-knit team!

To Apply:

Please send a resume and cover letter to careers@growinghome.org with **Chief Development Officer** in the subject line. No walk-ins, please.

Growing Home strives to create a diverse, inclusive, and equitable workplace. Growing Home is an Equal Opportunity Employer.