



## Development Operations Manager Job Description

**Position Title:** Development Operations Manager

**Position Type:** Full-time, Exempt

**Reports To:** CEO

### About Growing Home

Growing Home is a nonprofit organization based in Westminster, Colorado. We cultivate a thriving, healthy, and accessible North Metro Denver by connecting people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability. We strive to create a welcoming environment for all by cultivating a sense of home with our participants, staff, and community members. As a community-centered organization, we work in partnership with those with lived experience to ensure programs and services are experience-informed and meet the needs of our community. In partnership with the community, we advance local and state policies that will create a more thriving, healthy, and accessible Colorado.

**CORE VALUES:** Compassion, Commitment, Community, Adaptability, Impact

### GENERAL PURPOSE:

The Development Operations Manager serves as the lead fundraising and development professional at Growing Home, responsible for driving and executing a comprehensive, data-informed development strategy that ensures the organization's financial sustainability and growth. This role blends strategy and execution, overseeing all fundraising, donor engagement, and performance tracking efforts. As a key partner to the CEO, the Development Operations Manager leads revenue generation across all streams while establishing clear metrics for success and accountability.

### RESPONSIBILITIES

#### *Fundraising Strategy & Revenue Growth*

- In collaboration with the CEO and Marketing and Communications Manager, develop and execute the organization's annual, comprehensive fundraising plan and ensure alignment with the strategic plan and goals
- Manage and grow diversified revenue streams, including individual, corporate, foundation, government, events, and in-kind support
- Partner with the CEO to set annual revenue goals, projections, and benchmarks
- Develop and manage donor pipelines and prospect strategies, including a portfolio for CEO stewardship
- Oversee individual giving strategies (cultivation, solicitation, and stewardship)
- In partnership with the Director of Programs, oversee foundation and government funding strategy, including grant pipelines, submissions, and reporting, in coordination with grants staff/contractors

### ***Donor Engagement, Stewardship & Campaigns***

- In collaboration with the Marketing and Communications Manager, design and implement a segmented donor engagement strategy across giving levels and supporter types
- Support the CEO and Board in major gift strategy and relationship management
- In collaboration with the Marketing and Communications Manager, plan and execute fundraising events and campaigns aligned with revenue goals
- Support the Development Committee and CEO on event strategy and sponsorship development

### ***Data, KPIs & Performance Management***

- Establish, track, and report on key fundraising and engagement KPIs across all revenue streams
- Develop and maintain dashboards and reports for the CEO and Board (monthly, quarterly, and annually)
- Track and analyze performance metrics including revenue vs. goal, donor retention and acquisition, major gifts, monthly giving, pipeline movement, events, and grants
- Use data insights to refine fundraising strategies, improve donor engagement, and increase revenue outcomes

### ***CRM Management, Data Integrity & Gift Processing***

- Serve as the primary administrator for the organization CRM
- In collaboration with the Impact and Database Manager, ensure accurate, consistent, and timely CRM data entry, reporting, and utilization across all development activities
- Establish and maintain data standards, policies, and procedures; conduct regular audits, clean-up, and deduplication
- Manage donor records, gift coding, segmentation, and tracking
- Coordinate with Operations and Finance on gift processing, acknowledgments, reconciliations, and accurate financial reporting
- Troubleshoot CRM issues and coordinate with vendors and support as needed

### ***Grants & Institutional Data Support***

- Ensure all grant-related data, deadlines, awards, and reporting requirements are accurately tracked in the CRM
- Maintain alignment between grant, donor, and financial records for comprehensive reporting

### ***Board, Staff, Volunteer & Cross-Functional Collaboration***

- Support and activate the Board of Directors and Development Committee in fundraising efforts with tools, tracking, and accountability
- Engage volunteers in support of fundraising and community engagement efforts
- In collaboration with the Marketing and Communications Manager create donor communications, appeals, and stewardship campaigns
- Collaborate with the CEO to align funding priorities with organizational priorities

- Promote a culture of philanthropy across the organization by creating and leading staff trainings.

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### ***Systems Improvement & Training***

- In partnership with the Impact and Database Manager, identify and implement improvements to CRM functionality, workflows, and reporting
- Support onboarding and training of staff on CRM use and data best practices
- Develop and maintain internal documentation and user guides for organizations databases and platforms

### **JOB QUALIFICATIONS**

- 4+ years of nonprofit fundraising experience with demonstrated success
- Strong experience using data and metrics to drive fundraising strategy and decision-making
- Experience with CRM systems (Raiser's Edge/RENXT or similar) required
- Proven ability to track, analyze, and report on KPIs and fundraising performance
- Strong written and verbal communication skills
- Highly organized, detail-oriented, and results-driven
- Ability to maintain professional boundaries and strict confidentiality
- Ability to work independently while managing competing team priorities to meet deadlines
- Ability to maintain composure and evoke confidence during challenges and organizational changes
- Ability to analyze information and use sound judgment when making recommendations, troubleshooting, or solving problems
- Comfort expressing feedback in a professional and constructive manner to ensure team cohesion and understanding
- Passion for anti-poverty and social justice work

### **WHY YOU SHOULD WORK AT GROWING HOME:**

- Competitive Pay: \$55,000-65,000
- Company sponsored medical, dental, and vision plans (employer pays 88% of premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, vision plans)
- Up to 5 hours of paid wellness time each week after 90 days of successful employment
- Optional 403(b) plan with 5% match after 1 year
- Paid vacation, sick, and holiday time
- Employer paid life insurance
- Optional voluntary life insurance, accident coverage, and medical and dependent FSA options available
- Medical and dependent care FSA options available
- Cell phone stipend
- Positive, inclusive workplace
- Growing organization; ongoing opportunities for professional growth and development

### **HOURS OF WORK & LOCATION:**

- Hours of Work: This position is full-time, 40 hours a week. Work will generally be completed Monday-Friday, between 9 AM-5:30 PM, with some evenings and weekends required
- Location: Work will primarily be performed in the Growing Home offices, with some local travel required. Dependent on job duties, hybrid work locations and schedule may be permitted after 60 day period.

Please apply with a cover letter and resume [here](#). No walk-ins, please. Applications will be accepted until 5:00 pm on June 11th, 2026

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