



Do you:

- Support building an anti-hunger movement in Colorado?
- Enjoy building relationships with volunteers, donors, and community members?
- Gain excitement from inspiring others to join the mission?
- Enjoy mentoring others and working as part of a team?
- Approach your work with a racial equity lens?

Metro Caring works with our community to meet people's immediate need for nutritious food while building a movement to sustainably address the root causes of hunger. Metro Caring is a leader and model for food sovereignty and anti-hunger work for Denver and the nation. We believe access to nutritious food is a right, not a privilege. Using a multifaceted approach, Metro Caring is innovative in solving problems related to hunger, with programming offered in Healthy Foods Access, Nutrition Education, and Community Activation.

The Head of Development will contribute to Metro Caring's mission by leading its fundraising operations. The Head of Development is responsible for meeting or exceeding Metro Caring's annual revenue projections from its core funding streams - individuals, private foundations/government, corporations, and faith partners –, maintaining a significant number of prospects within their donor portfolio, as well as overseeing Metro Caring's communications strategy. This is a high-level management position that oversees a Development department that consists of six staff and directly supervises the Grants and Foundations Relations Manager, Development Manager, and Communications & Marketing Specialist.

POSITION TITLE: Head of Development

REPORTING TO: CEO-Integrator

LOCATION: The Metro Caring office is located at 1100 E 18th Ave, Denver, CO 80218. Onboarding and training will take place at the office. This position will be expected to work from our office two or more days per week unless public health and safety guidelines dictate otherwise. One evening shift per week may be required.

STARTING DATE: To be negotiated. We are committed to finding the right addition to our amazing team.

COMPENSATION: \$80,000-\$100,000, full-time, exempt annual salary. Metro Caring offers a fulfilling workplace and comprehensive benefits package, including joining a diverse, passionate, enthusiastic and collaborative team; annual professional development options, 120 hours per year of paid time off; paid sick leave; paid holidays; 401K retirement plan with a 5 percent employer-paid match; and competitive employee health, dental, short-term disability and family leave plans.

The Metro Caring Head of Development duties include:

Management

- Work closely with the CEO – Integrator and Major Gifts Officer to foster a culture of philanthropy that nurtures the involvement of the Board of Directors, staff and volunteers
- In conjunction with Major Gifts Officer, train and guide Board and Development Committee participation (Pipeline and Stewardship Committees) in fundraising and messaging
- Oversee, in conjunction with the Chief Financial and Operations Officer (CFOO), the annual organizational budgeting process with income forecasting
- Prepare and manage Development department budgets
- Ensure that Salesforce is utilized and updated for the department
- Lead the team of four full-time and one part-time staff members, including one-on-one meetings, team meetings, quarterly check-ins, and individual professional development and coaching

Fundraising Strategy

- Manage department income projections, process metrics, and outcomes reports
- Oversee and implement the cultivation and solicitation strategies for all revenue streams - individual, foundation, faith, corporate, and sponsorships
- Manage and write pitch decks, funding proposals, and reports that demonstrate the value of partnering with, sponsoring, or funding the organization
- Oversee collaboration across other departments to identify and craft strategies to cultivate and solicit individual, foundation, corporate, faith, and government funders to achieve robust revenue goals
- Work with the team to continually grow the organization's prospect pipeline while stewarding existing donors across revenue streams
- Responsible for the team's implementation of corporate gifts and sponsorships, individual donor cultivation and stewardship, faith community support, and fundraising data management

Direct Solicitation

- Cultivate and steward a portfolio of 50+ individual donors to renew or increase funding
- Develop and maintain a portfolio of high-level corporate funders and prospects to generate corporate funding; including but not limited to corporate gifts and sponsorships, workplace giving, and payroll contributions
- In conjunction with the Major Gifts Officer, manages year-round overall stewardship strategy efforts for over 140 Roots to Rise Society members
- Meet annual department fundraising goals as set by the CEO – Integrator
- Manage Grants & Foundation Relations Manager and oversee grants strategy, including funder prospecting and relationship-building, the review process, and submission of grant applications

Communications & Marketing

- Manage Communications & Marketing Specialist and oversee the implementation of the organization's communications strategy
- Create dynamic content to increase brand recognition, audience reach and engagement through impactful messaging and storytelling
- Support PR efforts including fielding press inquiries, conducting interviews and hosting media tours

Events

- Oversee the management and coordination of Cornucopia (Metro Caring's signature corporate event) and Rooted in the Community fundraiser, including program content and video production
- Review event budgets, event site selection, contract negotiation, vendor RFPs, and other related issues as it pertains to the budget

Culture of Engagement

- Participate in weekly team meetings and monthly all-staff meetings/retreats
- Complete a quarterly shift in another program or department
- Join volunteer gatherings (brief, twice daily meetings for shift volunteers) at least weekly
- Conduct work and interactions using a trauma-informed lens

REQUIRED QUALIFICATIONS/SKILLS/ABILITIES

- Outgoing personality and ability to initiate and enjoy direct communication with donors and prospects
- 7+ years experience in cultivating, soliciting, and stewarding corporate and individual donors, experience in foundation fundraising a plus
- Skilled at establishing and cultivating strong relationships with diverse constituents
- Strong storyteller and public speaker; able to make emotional connections to mission and communicate impact and results in a compelling fashion
- Excellent written and oral communication, with a high level of sensitivity for propriety and confidentiality

- Proactive, self-motivated and highly accountable with the ability to critically think and deliver results in a fast-paced, collaborative, team culture
- Task-oriented with an excellent sense of priority, analytical thinking, logic and objectivity
- Highly organized with a strong attention to detail and able to handle multiple sensitive, confidential, and important issues simultaneously while responding to unanticipated developments
- Flexible, with the capacity to work under tight deadlines and have excellent follow-through skills
- Ability to motivate and manage others, working in a team environment, and ensure ongoing individual professional development
- Highly proficient with Microsoft Office products and database management software, Salesforce a plus
- Embodies Metro Caring's core values to pursue equity, champion the mission, rise together, find the joy, think outside the box, be brave and own it
- Understanding of professional culture and norms
- Warm and welcoming demeanor to all

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

To apply, please submit a resume and cover letter to job@metrocaring.org with "Head of Development" in the subject line, and title your documents "First Name_Last Name_HOD_Resume" and "First Name_Last Name_HOD_Cover Letter." Please use your cover letter to communicate why you are excited to work to help build an anti-hunger movement in Colorado, highlight any fundraising experience and success, and highlight any of the above skills, abilities, and experience you have. This position will be filled on an ongoing basis. Applications will be accepted until positions are filled; however, priority will be given to those applicants who submit their materials before 5:00 PM MT on March 29, 2024

Incomplete applications will not be considered.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organizational values.

Applicants must have reliable transportation. Relocation costs are not covered by Metro Caring.

Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds. Black, Indigenous, and people of color (BIPOC), veterans, women, first generation Americans, and those that identify as LGBTQ+ are strongly encouraged to apply.

Note: Only those who have been selected for an interview will be contacted following submission of application materials.