

**Development Manager**

The Development Manager is responsible for supporting organizational growth, service delivery and driving mission impact with an emphasis on statewide outreach and cultivation of individual donors, grants and corporate sponsorships.

Responsibilities:

**No day is ever alike, but you can generally look forward to the following:**

* Develop and execute annual development plans.
* Manage the development of fundraising goals and work to achieve and surpass these goals.
* Secure financial support from individuals, foundations, and corporations.
* Research and identify prospective new donors and proactively initiate sponsorship and funding outreach.
* Identify diversified funding opportunities that align with the donors’ values.
* Correspond with, actively steward, and solicit gifts from individual donors through personal contact and correspondence to educate and engage them with the goal to increase their personal giving.
* Manage and work directly with development team on project workflow and oversee day to day milestones for projects.
* Monitor and increase donor retention based on the development of strategies by the team while tracking procedures, as well as meaningful engagement opportunities within Envision:You’s mission impact, fundraising and advocacy priorities.
* Maintain a year-round pipeline that results in newly secured funding for events, mission investment opportunities, major and mid-level gifts, and planned giving.
* Establish a realistic budget for events and account for anticipated fundraising outcomes. In addition, plan and execute annual fundraising events.
* Oversee the communications strategy and work with marketing to support, promote and execute branding and messaging to donors and other key partners throughout the state.
* Carry out supervisory responsibilities in accordance with the organizations values, policies, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance; rewarding and coaching/counseling employees; addressing complaints and resolving issues.
* Manage the donor database and oversee staff responsible for data entry and activity in CRM system.
* Develop and track grant proposals and reports for all foundation and corporate fundraising.
* Produce a weekly activity report for senior leadership.
* Participate in team huddles, regular team meetings and other meetings or events with internal or external partners.
* Other duties as assigned.

Requirements:

* A bachelor’s degree or higher.
* Minimum of 3 years’ proven fundraising experience, including managing a nonprofit development program with proven success building donor revenues, cultivating major donors, corporate sponsorships, grants, and event production.
* Demonstrated commitment to LGBTQ+ advocacy and behavioral health issues.
* Demonstrated ability to work and cultivate relationships across a variety of sectors, communities, and levels to ensure mission alignment and reach.
* Tech savvy, proficient with Google Drive, Zoom, and Gmail.
* Ability to manage and/or oversee the grants calendar.
* Well-organized with excellent multi-tasking abilities and time management skills.
* Extremely detail-oriented and excellent follow-through.
* A proactive approach to problem-solving with strong decision-making skills.
* Excellent communication verbal, written, and interpersonal skills.
* Demonstrated ability to work well under pressure in a fast-paced, constantly changing organization, while answering to multiple competing priorities.
* Capability to succeed while working either independently or in collaborative settings.
* Meeting and event planning experience preferred.

About Envision:You

The mission of Envision:You is to support, educate, and empower members of Colorado’s LGBTQ+ community who are living with a mental health or substance use disorder. The mental health challenges Envision:You are addressing have deep roots and solutions are complex. Undeterred, Envision:You has committed to improving the mental health of Colorado's LGBTQ+ community with a multifaceted approach in collaboration with partners from around the state. To learn more visit [www.envision-you.org](http://www.envision-you.org).

Work Location: Downtown Denver

Job Type: Full-time

Pay: $42,000 to $45,000 per year

Performance and compensation review after the first six months of employment.

Benefits:

* Health insurance
* Paid holidays
* Competitive paid time off
* Paid quarterly community volunteer activities
* Tuition reimbursement
* Professional development opportunities

Values

﻿**Vision:** We have a clear vision, mission, and are purpose driven.

**Leadership.** We authentically lead with empathy and by example.

**Accountability.** We utilize the language of business in all our endeavors to ensure the organization promotes efficiency, program outcomes, and prioritizes financial results.

**Communication.** We are committed to clear, courteous, and strengths-based communication with internal and external stakeholders, as well as listening with intention without perceptions and biases.

**Curiosity.** We seek to create an atmosphere of helpful give-and-take by taking the time to listen from a place of curiosity, and then give candid and accurate feedback.

**Transparency.**  We are open and transparent about our goals, setbacks, and successes.

**Innovation.** We encourage innovation and creativity, ensuring that everyone on our team feels empowered to share their ideas and seek support.

**Teamwork.** We value a collaborative work environment that actively embraces diversity, cohesion, and mentorship.

**Equal Opportunity Commitment**

At **Envision:You**, we don’t just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, contractors, collaborators, partners and our community. To maintain a workplace in which all employees and qualified applicants are treated with respect and dignity, **Envision:You** is proud to be an equal opportunity workplace and is an affirmative action employer. All employment decisions at **Envision:You** are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, hair texture or hairstyle, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. **Envision:You** will not tolerate discrimination or harassment based on any of these characteristics.

To apply, please send resume and cover letter to jobs@envision-you.org.