Position Title  Development Manager
Reports to  Executive Director(s)
Location  Denver Indian Center, Inc.  4407 Morrison Road  Denver, CO 80217
Salary  Salary Range: 70K – 80K
          Benefits: Including medical, dental, vision and retirement plan.

DICl Mission  To empower American Indian, youth, elders, families, and community by promoting self-determination and economic, mental, and physical health through education, advocacy, and cultural enrichment.

Position Summary  The Development Manager role is pivotal in driving fundraising efforts to realize Denver Indian Center's mission. This entails donor research, cultivation, and relationship management. You'll coordinate fundraising activities and spearhead strategic community initiatives within our Native-led organization, all contributing to our overarching goals. This position is crucial for Denver Indian Center's mission to serve the American Indian community. Proficiency in professional communication, initiative, and a track record of successful fundraising and impactful external presentations are essential for this position and our organization's success. Denver Indian Center fosters a culture centered on accountability, teamwork, and unwavering commitment to our mission. This role necessitates collaboration within our organization, with partners, donors, and affiliates, both locally and nationally. It's about delivering exceptional service to our existing and prospective donors.

Job Requirements

- Management of Denver Indian Center fundraising programs and team, including researching grant opportunities, development of individual giving program, direct mail acquisition, cultivation of donors, social media giving campaigns and face to face canvassing.
- Manages constituent services, including systems development, training, and creation of donor communications.
- Responsible for development and management of all direct response grant budgets and reports to donor and Executive Leadership
- Knowledge of CRM tools and how they best support marketing-based fundraising, including data, reporting analysis, function enhancements, etc.
- This role involves grant-making, conducting research, and developing solutions for funders' requests. It encompasses activities such as identifying suitable grants, performing research to support grant applications, and crafting tailored solutions to fulfill specific requests made by funders.
- Excellent writing skills, with ability to condense complex thoughts into concise, compelling, relevant, engaging messaging.
- Strong knowledge of donor/customer relationship management database software and sophisticated marketing-based analytics/reporting.
- Experience in budget preparation, budget management and budget tracking
- Experience building and managing teams with different, but related functions.
- Must be able to work independently, managing multiple priorities and deadlines.
- Strong project management skills and ability to demonstrate high performance and success working with consultants and organization partners.
- Personal characteristics sought include initiative, discretion, mature judgement, positive behavior, and performance
- Actively representing the Denver Indian Center, Inc. in public meetings and events. This aims to build trust, raise awareness, and cultivate a positive perception among key audiences.
- Demonstrated knowledge and interest in comprehensive understanding about American Indian culture in both historic and contemporary settings.
- Demonstrate integrity and commitment to confidentiality.
- Understanding of cultural awareness and approach.

**Required Education/Experience**

- Bachelor’s degree in business administration, business communication, business management, or related fields.
- 3-5 years of relevant experience with above qualifications.
- Proficient in nonprofit operations, gift acquisition, fundraising, and gift management, collaboration in grant-making.
- Experience in grant research, grant writing, and grant management and reporting
- Experience in marketing-based fundraising methods and approach

**Preferred**

- Knowledge and experience with CRM tools and fundraising databases.
- Demonstrated experience in procuring large federal grants, lucrative foundation grants, and managing a major capital campaign.
- Excellent public speaking, presentation skills, attention to detail with analytical skills.
- Understanding the different types and levels of funds and their tax liability/benefits.

**Work Environment**

- Professional office setting in building 8-5.
- Frequent Travel, both local and out of state
- Availability to occasionally work evenings and possible weekends to represent Denver Indian Center, Inc with the community.
- Lifting up to 35 pounds
- Be able to walk, talk, hear, sit, stand, and operate a computer, handheld devices, reach with hands and arms. The individual must be able to move within the organization to assist with moving items for an event.