

Title: Development and Outreach Director

Job Type: Full-time

Job Status: Exempt

Hours: M-F during regular business hours, with occasional night or weekend events

Pay: \$60,000 - \$67,500

Benefits: Paid Time Off (PTO), medical insurance, vision and dental insurance, short-term and long-term disability insurance, SIMPLE IRA match

Job Description:

The Development and Outreach Director is responsible for meeting Audio Information Network of Colorado's annual revenue goals and strengthening its relationships and visibility in the community. The Development and Outreach Director establishes processes and structures to manage and monitor significant fundraising and community outreach efforts, identifies areas for operational improvements, and establishes best practices throughout the department. The Development and Outreach Director must be a highly effective storyteller and relationship builder who can bring to life the impact AINC has on the blind, low vision and print disabled individuals in Colorado.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Grow an individual donor program including identification, cultivation, and solicitation of major donors
- Execute annual fundraising drives
- Maintain gift recognition, oversee the donor database, and establish donor relationship management protocols and policies
- Supervise the Grants Manager and ensure the adherence of grant deadlines
- Meet defined individual and department goals, activity metrics and Key Performance Indicators
- Communicate information to the community while building lasting relationships with community leaders
- Lead community engagement activities, such as outreach, training, and education

COMPETENCIES

- Ability to demonstrate successful fundraising and development leadership, skills, and capabilities
- Excellent critical thinking, interpersonal, and analytical skills
- Proven strength and breadth in oral and written communication skills
- Ability to comprehend and interpret impact data for effective communication to funders and community leaders
- Ability to complete tasks quickly and on schedule, manage multiple projects with clear deadlines, and prioritize and delegate tasks proactively and wisely
- Strong interpersonal, networking, and relationship building skills
- Demonstrates compassion for the blind, low vision and print disabled individuals

SUPERVISORY RESPONSIBILITIES

- Supervises AINC’s Grant Manager.

MINIMUM QUALIFICATIONS OF POSITION

- Minimum of 5+ years of professional fundraising experience
- Demonstrated success in development and community outreach
- Competent and efficient use of technology software and hardware, including Google applications, MS Office, CRMs, database systems (Access experience helpful), and internet applications

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

My signature on this document indicates my understanding and acceptance of these job responsibilities. I further understand that my performance of these duties will be utilized as a basis for my annual performance review.

Printed Name

Signature

Date

Audio Information Network of Colorado is an Equal Opportunity Employer (EOE), M/F/D/V/SO