

## Vice President of Development | Job Description

### **POSITION SUMMARY:**

The Epilepsy Foundation of Colorado & Wyoming is seeking an experienced, passionate, well-connected fundraising leader to join our team as the Vice President of Development. Reporting to the CEO, the VP of Development will create and implement a comprehensive and strategic donor engagement program and be a leader with the skill, vision and drive to take this successful organization to the next level through corporate sponsorship, major giving, program funding and fundraising events.

This position will be responsible for solidifying and expanding relationships with our community, engaging volunteers, donors, partners, and participants from Colorado and Wyoming. The VP of Development will join the Epilepsy Foundation as a core member of the leadership team, helping to craft budgets and strategic plans, and ensuring that we creatively and effectively integrate fundraising objectives into all our mission-driven work. The VP leads the organization's development team and has overall responsibility for the achievement of the organization's annual revenue goals of approximately \$1.3 Million.

### **RESPONSIBILITIES:**

#### Development Leadership

- Lead the organization's corporate partnerships for year-round engagement to meet and exceed revenue targets.
- Lead the individual giving stewardship outreach and instill a sense of authentic gratitude and deep connection to our mission.
- Oversee grant and foundation funding for our programs and services, including the identification, solicitation and stewardship of private foundation gifts, grants and donations.
- Lead the organization's peer-to-peer fundraising campaigns and increase double digit year-over-year growth in recruitment, teams and fundraising averages.
- Produce an annual report that demonstrates how the Epilepsy Foundation turns philanthropic giving into meaningful impact for our community.

#### Strategic Planning

- Develop annual and multi-year fundraising plans and budgets, work with staff leadership to identify program needs and opportunities and align the fundraising strategy to support them.

- Design and implement a revenue stewardship strategy and best practices for all large sources of revenue, including, but not limited to, corporate sponsorship, major gifts, program support and other sources of opportunistic fundraising.
- Design and implement a comprehensive fundraising strategy and monthly targets/timelines for our signature events that include Gala, Golf and the Walk to End Epilepsy event(s).

#### Staff Management and Office Collaboration

- Hire, train, supervise, and conduct performance reviews for supervised development staff members(s).
- Set goals and clear metrics for the development team that drive current and sustainable fundraising performance.
- Manage and grow the capacity of development, which includes collaboration with the program staff team(s) to leverage existing community relationships and stewardship through our programs and services.
- Oversee the Foundation's marketing and communications plans including email, social media, and written material to support all fundraising activities and mission driven programs.

#### **CORE COMPETENCIES:**

##### **Commitment to Diversity**

Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

##### **Commitment to Service**

Responsive to the needs and requests of the Foundation's many constituents. Extends courtesy, friendliness and overall respect to others.

##### **Commitment to Collaborative Problem Solving**

Envisions processes and methods to consistently achieve goals. Determines resources and structures most likely to deliver desired results.

##### **Commitment to Communication and Teamwork**

Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.

**REQUIREMENTS & QUALIFICATIONS:**

- Seven (7) or more years of leadership experience in comparable voluntary health non-profit, fundraising events and/or corporate sales.
- Experience recruiting, engaging, and activating volunteers of all backgrounds and skill levels; including executive level and medical volunteers.
- Demonstrated track record in building effective teams of staff and volunteers.
- Demonstrated track record in setting and achieving aggressive event goals with yearly growth.
- Ability and willingness to travel up to 50% within the Denver Metro Area. Travel, in this case, is considered time spent away from the office, in the community, to fulfill the job goals; on average 4-8 in-person development meetings with external constituents per week.
- Must have valid driver's license, access to reliable vehicle, good driving record and proof of automobile insurance.
- Ability and willingness to work evenings and weekends as required for the job for events and programs.
- Ability to credibly establish and execute a strategic plan for each event, including monthly key performance indicators.
- Demonstrated experience and knowledge of fundraising and communications strategy, donor identification, cultivation, solicitation and stewardship.
- Results-oriented, with the ability to manage multiple projects simultaneously within budget and deadlines while remaining calm under pressure.
- Articulate, polished, and professional demeanor; Excellent written and verbal communication skills.
- Ability to work independently as well as with a team, with a high level of energy and a can-do attitude.
- Knowledge of Salesforce and fundraising platforms such as Classy, Blackbaud or Convio strongly preferred.
- Bachelor's degree from an accredited college or university required.

**Compensation & Benefits:**

Salary: \$85,000-\$91,250

Pay is commensurate with experience and differentials to pay range or bonus structure may apply

Generous vacation and sick time allowance; paid holidays

Retirement plan including an organizational match after 6 months

Flexible work schedule with hybrid working options (1-2 days in office required)

Employer-paid Health and Dental insurance (for employee, option to buy-up to a family plan)

**ABOUT THE EPILEPSY FOUNDATION OF COLORADO & WYOMING:**

Three simple words define the Epilepsy Foundation of Colorado & Wyoming: Connecting, Educating, and Empowering. We connect people to healthcare providers, support networks, and a listening ear. We educate schools, employers, and the community at large, to reduce stigma and raise awareness. And we empower people affected by epilepsy with knowledge, resources, and advocacy to live their best lives. For more than 50 years, we have remained committed to our mission, and we will not rest until we achieve a world free from seizures. Founded in 1964 and headquartered in the Denver suburbs, the Epilepsy Foundation of Colorado & Wyoming (EFCOWY or the Foundation) serves the states of Colorado and Wyoming. Our vision is a world in which no one faces epilepsy alone. In order to make that vision a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community. On a practical level, this can mean delivering trainings to teachers and school nurses who have a child with epilepsy in their care, facilitating support groups for adults living with epilepsy, running a summer camp for children who might not otherwise be able to attend one, offering no-cost seizure first aid trainings, designing awareness campaigns to educate the general public about epilepsy and fight the stigma surrounding seizures, coordinating events to bring together people impacted by epilepsy, sharing community resources through our Information & Referral hotline, advocating for those living with epilepsy, and so much more.

EFCOWY offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. For more information about the organization, please visit our website, check out our pages on Facebook and LinkedIn, or read our 2023 Annual Report.