



POSITION TITLE: Chief Development Officer

DEPARTMENT: Development

REPORTS TO: President & CEO

LOCATION: Denver, Colorado (Hybrid)

FLSA STATUS: Full-Time, Salary, Exempt

POSITION SUMMARY:

The Chief Development Officer (CDO) supports the mission of Up with People by leading the design and implementation of strategies to identify funding sources needed to finance the growth and development activities of Up with People (UWP). The CDO will be responsible for overseeing the planning, implementation, and management of all fundraising, communications, and community relations activities. They will manage all fundraising programs and lead the Development Team to meet or exceed revenue goals.

In collaboration with the President and CEO, the CDO will design and implement strategic development plans across all revenue categories and donor audiences. This person will serve as a key thought and strategic partner to the UWP President and CEO. A primary focus of the new CDO will be implementing best practices, systems, and tools to elevate the UWP fundraising efforts and help instill a culture of philanthropy and collaboration throughout the organization.

Up with People is experiencing an exciting phase of growth and it is a great opportunity for the Chief Development Officer as a member of the senior leadership team, to propel the growth of Up with people by raising \$2.5 million dollars to support the annual operations of the organization in FY24. The successful candidate will be seasoned, focused, analytical, a visionary with exceptional interpersonal skills and a genuine commitment to the Up with People mission and vision. They will be experienced in all areas of Development operations, CRM management, goal setting and budgeting, and have a proven track record leading Major Gift Programs, Special Events, Corporate and Foundation giving in a growing non-profit international organization with proven outcomes.

ESSENTIAL JOB FUNCTIONS:

- Design and implement a comprehensive Development Program with an annual fundraising goal of \$2.5 million dollars.
- Create and implement an annual calendar of fundraising and communications activities with department goals.
- Provide overall Development strategy and leadership in all areas of the organizational support including grants and individual, corporate, foundation, and alumni giving.
- Oversee and mentor the Development Department including but not limited to major gifts, alumni/individual giving, grant applications, annual campaigns, special fundraising events, planned giving; ensuring that the team is meeting all outcome targets and key activities.
- Manage the Development budget and revenue forecasting and report results in a timely manner and Lead the operations of the Development Department including data management and analysis, reporting, systems management, communication and stewardship, administrative support, online donations, and any cross-department collaboration and logistics.
- Coordinate and execute all major fundraising events
- Become well versed in the Up with People programming to speak knowledgeably and passionately about the organization, its success, and its initiatives.



- As a senior leader of the organization, model and hold self and others accountable to the organization's mission, visions, and values.
- Collaborate with the CEO & President to develop, direct, and monitor clear goals that are aligned with Development operational goals and the organization's strategic plan.
- Identify target donor lists for CEO and other committee members for personal cultivation.
- Innovate systems to maximize the capabilities of the CRM system for efficient use of other donor resources for donor stewardship
- Collaborate with Communication & Marketing to ensure clear and compelling communications to donors and community members for meeting fundraising targets

MINIMUM EDUCATION, SKILLS & QUALIFICATIONS:

- A minimum of 10-12 years of senior leadership in Development including extensive fundraising experience with a proven ability to build/lead high-performing fundraising teams, inclusive of major gifts, corporate and foundation relations, special events, annual giving, and planned and/or endowment giving.
- A minimum of 3 years of grant writing and submission is preferred.
- Bachelor's Degree, preferably in communications, business, non-profit or public administration.
- Previous experience in a leadership position with responsibility for fundraising programs, teams, operations, and proven results
- Depth of understanding of fundraising tools, strategies, best practices, and current trends/dynamics across revenue categories
- Collaborative management style with ability to ensure cross-functional cooperation and build, manage, support, and retain teams to achieve their highest potential.
- Strong familiarity with donor database systems and ability to provide leadership to data management, analysis, tracking and reporting practices, as well as gift processing and acknowledgements
- Track record of creativity and innovation in meeting or exceeding fundraising goals
- Exceptional written and verbal communication skills, including public speaking and presentations
- Budget and financial management experience in an organization of comparable size and complexity and ability to manage budgets, project revenue, and control costs
- Excellent interpersonal skills with a demonstrated ability to work collaboratively with internal and external partners
- Ability to multitask and remain organized amidst multiple priorities, projects, and deadlines
- Previous development experience in youth program with an arts or cultural institution and/or community-based direct service organization and /or passionate about the importance of arts, culture, and equality in our community
- Existing connections to individual and institutional funders and experience stewarding relationships with high-net-worth individuals
- Knowledge/History with Salesforce based fundraising system
- Ability to organize and execute the logistics of events and programs, including materials, information, and people power to optimize efficiency
- Knowledge of/experience with planned giving and/or endowment funding program
- Fluency in social media applications and knowledge of digital fundraising

PERSONAL CHARACTERISTICS:

- Demonstrated passion for and commitment to Up with People's work and mission



- Cultural competence and understanding of the diverse needs, experiences, and contributions of the people and communities UWP engages and serves
- Exhibit high ethical standards of conduct and confidentiality when collaborating with internal and external constituencies. .
- Ability and flexibility to attend evening events, dinners, and other engagement activities on weekday evenings and/or weekends as required.
- Ability and willingness to travel as required per business needs.
- High level of professional maturity, emotional intelligence, empathy, and self-awareness
- Personal warmth and ability to build trust and rapport with a diverse range of people and groups
- Demonstrated commitment to prioritizing diversity, equity, inclusion, and belonging
- Creative thinker, intellectually curious, optimistic problem solver
- Energy, passion, and dynamism as a public face and voice for the UWP's mission and programs.
- Shares the UWP's Core Values of High Achievement.

ABOUT UP WITH PEOPLE:

Up with People was established in 1968 as a 501(c)(3) international nonprofit organization and has been empowering communities and youth through transformative programs ever since. Up with People empowers youth to lead change in the world through performing arts, dialogue, and worldwide travel. Since its inception, Up with People has hosted 22,000+ youth participants in their programs from 135 countries and engaged over 5 million people from 73 cultural regions with a common message for peace.

Up with People continues to further its vision of an inclusive and sustainable world where people are equal in dignity and rights by developing and scaling unique programming focused on fostering values-based leadership and life skills for teenagers and young adults. Up with People has bold goals for 2023 and 2024 with the recent launch of its VOICES program, focused on proudly developing a community of changemakers to lead conversations, communities, and collective action on global challenges. VOICES offers an educational curriculum, mentorship, a capstone project, community festival, and cultural immersion.

ORGANIZATION VALUES: Integrity, Respect, Accountability, Compassion, Connectivity, and Collaboration.

BENEFITS & PERKS: You will have the option to participate in our comprehensive benefits program that currently includes medical, dental, vision, accident, life, disability, and Flexible Spending Account (FSA) plans. The organization will pay a percentage of your medical and dental premiums (and dependents if applicable) commensurate to your position and 100% of your life and disability premiums. If you elect to participate in our 401K plan, the organization will match your contribution up to 4% of your compensation. Our paid time off plan (PTO) is tiered to reflect the length of employment or employment category within the organization.

COMPENSATION: This is a full-time position that offers an annual salary commensurate with experience. Salary range \$122,000 to \$154,000.

Up with People is an Equal Opportunity Employer and is committed to promoting the growth of a diverse and inclusive culture.