



**POSITION TITLE:** Director of Development  
**DEPARTMENT:** Development  
**REPORTS TO:** Chief Development Officer (CDO)  
**LOCATION:** Denver, Colorado  
**FLSA STATUS:** Full-time, Salary, Exempt

**POSITION SUMMARY:**

The Director of Development (DOD) will play a key role in raising the funds to meet Up with People's \$2.5 million annual budget. The ideal individual for this role will be a seasoned fundraising and/or sales professional, proactive, goal oriented, innovative, and mission driven. They will also advance the success of Up with People's fundraising initiatives using strong relationship building and donor strategy design, project management, data analysis, ongoing cultivation/stewardship, and special event planning. Reporting to the CDO, the DOD is responsible for the strategic direction and growth of grant submission and procurement, annual giving program development consisting of single, monthly and/or multi-year commitments with a focus of growing current-use cash for UWP's program financial support model. The DOD will maintain both team and individual fundraising metrics, personally soliciting prospects when appropriate while identifying and sourcing additional resources to reach necessary fundraising outcomes for UWP..

The Director of Development will develop and facilitate the effective management of three (3) specific areas of responsibility. These include, but will not be limited to: Annual Giving through Individuals and Organizations, UWP Global Events and Grant Administration, . The DOD will be responsible for managing and developing the following arenas:

- **Annual Giving:** Effective creation and administration of elements that will focus on the engagement and relationship building of existing and new individual donors to achieve strategic revenue goals and build a strong pipeline for the UWP future. The DOD will lead the planning, implementation, and continuation of existing programs which increase annual giving dollars and participation from alumni/ae, parents, and other individual friends of UWP. They will also advance the success of Up with People's fundraising initiatives by designing a strong donor strategy focusing stewardship of donors, cultivating strong relationships, procurement of new gifts, project management, data analysis, and special event planning.
- **UWP Global Events:** Responsibilities involve planning, organizing, and coordinating elements from conception through completion of multiple successful events. This will be accomplished from extensive knowledge of all elements needed to execute seamless, successful events. The DOD will manage multiple deadlines, make meaningful decisions, creatively problem solve, be proactive and efficient, work with little supervision, handle shifting priorities, and interface inside and outside the UWP organization with a high level of professionalism and confidentiality. From the seating to the entertainment, all must be supervised in a practical and useful manner for the attendees while maintaining a high degree of skill in logistics to properly monitor the details and anticipate potential problems that may arise in all types of events. Additional responsibilities include event team management and the ability to delegate responsibilities to team members (internal & external) while creating a world class experience to attendees.
- **Grant Coordination:** Collaborate with the Grants team for research, writing, submission and follow up for all grant LOI's and submissions. They will collaborate with CEO, CDO and other members of the Development Team to create effective methodologies to obtain outcomes necessary to support UWPs funding requirements.



#### **ESSENTIAL JOB FUNCTIONS:**

- Identify, engage, solicit, and manage a portfolio of individual donors in various stages of the development cycle; continuously improve and extend relationships with donors and prospects in professional and productive ways that have a positive impact on strategic and development goals.
- Develop and execute clear and quantifiable strategic plans and goals for each program while tracking all outreach and information (weekly/monthly/quarterly) in the Salesforce CRM platform.
- In collaboration with the CDO, coordinate involvement of President & CEO, Board of Directors, volunteers, and staff members with campaigns, events, and communication efforts as required per individual giving strategies.
- Collaborate consistently with the Chief Operating Officer to maximize the capabilities of the Salesforce CRM platform and efficient use of other resources to ensure timely and detailed reporting including accurate maintenance of donor data, effective tracking and management of program outcomes, and strategic identification of prospect in all arenas.
- Supervise grants pipeline and team for submissions and cultivate relationships with organizations/foundations/prospective donors
- Become well versed in Up with People programming to speak knowledgeably and passionately about the organization, its success, and its initiatives.
  - Participate in short-term and long-term planning for Development initiatives.
  - Conceptualize and facilitate all global, major and local fundraising events.
  - Complete other projects as requested/assigned per organizational needs.

#### **MINIMUM SKILLS & QUALIFICATIONS:**

- A minimum of 5-7 years of Development experience including proven success growing or significantly contributing to the growth of annual/ individual giving program.
- Bachelor's Degree, preferably in communications, business, non-profit or public administration, social sciences.
- Demonstrated ability to create and implement fundraising strategies and plans, and to design systems for identifying, cultivating and stewarding donors. Develop an intentional program to increase the percentage of Alumni support to the organization.
- Extensive knowledge of planned giving concepts and principles, and commitment to upholding and sharing fundraising ethics, principles, and best practices.
- Passionate about the importance of arts, culture, and equality in our community; capacity to passionately articulate the mission, vision, and relevancy of Up with People to others.
- Demonstrated leadership and the ability to collaborate with diverse populations authentically and professionally.
- Strong relationship building and project management skills with a strategic and creative thought process.
- Exhibit high ethical standards of conduct and confidentiality when collaborating with internal and external constituencies.
- Understanding of prospect management concepts; ability to work within Salesforce CRM platform for solicitation and gift tracking. Experience tracking relationship steps in the Salesforce CRM platform.
- Deadline driven, organized, resourceful, and results oriented.
- Strong written and oral communication skills, as well as excellent constituent stewardship
- Proficient with Microsoft Office Suite and Google Suite



- Ability and flexibility to attend evening events, dinners, and other engagement activities on weekday evenings and/or weekend as required.
- Ability and willingness to travel as required per business needs.

**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.

**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 \$52,000 - \$66,000 prior to benefits.

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