



## Director of Development

**Intercambio is a great place to work!** Intercambio was founded in 2001 to bring English learners and community volunteers together in language classes and gatherings to build skills, confidence, and life-changing connections. We have connected over 15,000 students, teachers, and TESOL organizations through our programs, trainings, and curriculum. Intercambio participants build relationships that break down barriers of language, culture, race, and socioeconomic status — creating connections that build a more fair, just, and inclusive society. Our staff are experienced, diverse, passionate about our mission, and learn from our participants and each other.

As Director of Development, you will be a dynamic ambassador of the organization who works closely with the CEO, Board of Directors, staff and volunteers to develop, execute, manage and report on all aspects of the development functions of our successful and growing organization. You are an inspirational leader with the skill, vision, and drive to lead a solid, experienced, and successful team in individual donor cultivation and stewardship, corporate investment, foundation support, events, endowments and legacy giving.

This is a full-time position. The Director of Development reports to the CEO and supervises the Development Manager and the Grants and Evaluations Manager. The work location is hybrid – you will be expected to work in our Boulder and Longmont offices and from home. You will also be expected to meet with donors in person regularly.

### RESPONSIBILITIES:

#### Development Leadership

- Develops and oversees execution of a fundraising strategic plan.
- Develops, monitors and reports on annual and monthly development budget that includes ~\$700k in individual giving and ~\$625K in government and foundation grants.
- Cultivates individual major donors.
  - Develops and executes clear strategy and timelines for solicitation and stewardship.
  - Plans prospective major donor outreach and conducts relationship building activities in collaboration with the CEO and the Board of Directors.
- Supports the Grants & Evaluations Manager with grant planning, prospecting, cultivation and stewardship.
- Supports the Assistant Director with entry and mid-level donor strategy, cultivation and stewardship.
- Oversees fundraising event planning, including development and cultivation of corporate sponsorships.
- Represents Intercambio in the community.

#### Board Engagement

- Attends board meetings.
- Serves as primary staff liaison to the Development Committee.
- Coaches individual board members on their participation in individual donor fundraising activities.

#### Staff Management

- Hires, trains, supervises and conducts performance reviews for supervised staff.
- Ensures that all supervised staff have clearly defined roles, accurate job descriptions that reflect departmental priorities and the resources to accomplish their jobs.
- Sets expectations for all direct reports and works with each to set and monitor goals.

- Holds regular check-in meetings to provide behavior-based feedback and to discuss progress on goals and address areas of growth, training, or support needed.
- Knows, follows, and ensures that direct reports follow Intercambio's policies and procedures, including the Code of Conduct.
- Acknowledges and celebrates the achievements of supervised staff.

#### **Executive Team Membership**

- Participates in the Intercambio Strategic Plan development process.
- Ensures that organizational and departmental goals and operations align with and support the Strategic Plan.
- Oversees functions related to the entire organization's operation and sustainability.
- Makes decisions that ensure the financial sustainability of the organization.
- Participates in Finance Committee meetings.

#### **Management Team Membership**

- Participates in Management Team meetings, including, in rotation with other members of the team, developing agendas, facilitating, and taking notes.
- Determines policies needed by the organization. Participates in an annual review of all policies.
- Develops and ensures that program goals and deadlines support the Intercambio Strategic Plan.

#### **General Staff Expectations**

- Attends staff meetings and retreats and regular check-ins with manager.
- Understands and commits to Intercambio's Vision, Mission, How We Do Our Work and Values.
- Understands and upholds Intercambio's organizational commitment to diversity, equity, and inclusion (fully described in our [Equity Charter](#)).

### **QUALIFICATIONS**

#### **Required Qualifications**

- At least 3 years of experience leading the development effort at a non-profit organization.
- Proven skill at attracting and building authentic relationships with donors, foundations, and corporate funders.
- Skill at making effective decisions in a fast-paced environment.
- Experience with leading and managing staff, ~~board~~ and volunteers.
- Excellent writing and editing skills.
- Proven time and project management skills.
- Past membership in a management or other cross-organizational team.
- Skill at using Office 365 applications (Outlook, Word, Excel, PowerPoint, SharePoint) or similar cloud-based office applications.
- Skill at using a donor database to track and report on development effort.

#### **Desired Qualifications**

- Familiarity with Salesforce and with nonprofit accounting practices.
- Working knowledge of grant processes, including prospecting, messaging and reporting.
- Bilingual Spanish/English

Starting Salary Range: \$85,000-\$90,000 per year. Intercambio also offers a competitive benefits package that includes group health, dental, and vision insurance (Intercambio pays 90% of the premiums), life insurance,

vacation and sick leave, Simple IRA after 1 year with a company match of 3%, and funds for annual professional development

At Intercambio, diversity, equity and inclusion are at the core of who we are. [Read our Equity Charter here](#). We are committed to creating a diverse and equitable work environment and strongly encourage you to apply if you have lived immigrant experience, are part of the BIPOC (Black, Indigenous, and people of color) and/or LGBTQIA community, are differently-abled, a veteran, or are of diverse nationality or religion.

**We welcome your cover letter and resume at [jobs@intercambio.org](mailto:jobs@intercambio.org). Please be sure your cover letter specifically tells us how you meet our qualifications.**