



Director of Development

Job Description

(December 2025)

JOB PURPOSE

The mission of Denver Institute is to prepare people to serve God and others in their daily work so that workplaces and cities are transformed.

The **Director of Development** furthers Denver Institute's mission through major gift development, annual giving strategy and execution, and through being a collaborative member of the development team. This role and person will significantly contribute to a 40% increase in the organization's revenue goals by the end of 2028.

This position works with all Denver Institute staff and reports to the Vice President of Advancement + Theologian-in-Residence. This position has no direct reports.

FUNDRAISING VALUES

Everyone is a VIP | Giver Before Gift | Engage Donor Imagination | Foster Mutuality | Listen Generously

PRIMARY RESPONSIBILITIES

New Major Gift Acquisition and Development

Advance DI's Major Gift strategy and execution through fostering relationships with new major donors (40% of time)

- Grow DI's donor portfolio by adding 70+ new relationships by 2028
 - Pursue and develop relationships with new major donors as provided by wealth screen data and through referrals from other DI staff and existing donors
 - Efficiently and effectively discern donor "capacity and propensity" to give
 - When needed, warmly and professionally introduce donors to VP for Advancement or CEO
- Design and implement strategies to successfully solicit major gifts and to steward relationships

Existing Major Gift Development

Advance DI's Major Gift strategy and execution through maintaining and fostering relationships with existing donors (30% of time)

- Take over 50+ existing donor relationships from the VP of Advancement and CEO
- Design and implement strategies to successfully solicit major gifts, enable donor "lifts," and to steward relationships

***NOTE: With new and existing donors, the Director of Development will:**

- Develop donor relationships through the moves management system
- Embody DI's fundraising values
- Shape one on one meetings around vocational discipleship and well being; show genuine care for donors
- Meet or exceed fundraising goals determined in conversation with supervisor

Annual Giving

Own and lead DI's Annual Giving Strategy (20% of time), in coordination with the Advancement Manager

- Lead and execute existing and new strategies to acquire new Monthly Partners (MP's)
- Lead and execute existing and new strategies to care for existing MP's and to keep them engaged with DI's mission
- Lead and execute existing and new strategies for other annual giving activities, including the Labor Day Campaign and End of Year Giving

Other Advancement Strategies (10% of time)

Assist in DI's other advancement strategies, as directed by supervisor, and in coordination with the Advancement Manager (10% of time)

- Participate in the development team to strategically advance DI's fundraising strategy
- Assist with DI's sponsorship and corporate giving strategies
- Assist with DI's grants and foundations strategies

***Technical & operational tasks include, but are not limited to, the following:**

- Maintain clear and professional communication with donors, other constituents, and DI staff and board
- Maintain accurate records of donor engagement using DI's fundraising systems, including Table of Gifts and through Salesforce

These statements are intended to describe the general nature and level of work being performed, and are not to be construed as an exhaustive list of duties and requirements. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.

SHARED EXPECTATIONS

Represent the vision and guiding principles of Denver Institute in all communications, processes, and internal and external meetings, especially with contractors, vendors, and providers.

- Fluidly articulate the vision, mission, strategies, and guiding principles of Denver Institute in all communications (emails, phone calls, newsletters, social media)
- Ability to adopt the voice and tone of Denver Institute when needed in multiple mediums (websites, emails, phone calls)

Participate and add value to staff culture.

- Actively participate in our meeting matrix, leading meetings when assigned
- Practice Rule of Life with fidelity including daily prayer, volunteer hours, & silence and solitude
- Timely and thorough communication via Slack, email, asana, document review, and all other methods
- Active participation in the annual staff retreat
- Commit to the Denver Institute Statement of Faith and Kingdom Living Policy outlined in our [Personnel Policy Manual](#), section I, D and III, A, respectively.

KNOWLEDGE, SKILLS, ABILITIES, EDUCATION

Applicants must be authorized to work in the United States.

EDUCATION & EXPERIENCE

Bachelor's degree in a relevant field **AND** at least five years of relevant work experience (this may include, but is not limited to, non-profit or church leadership, sales, or fundraising)

KNOWLEDGE & SKILLS

- Proficiency in the use of: word processing, spreadsheets, project management, Salesforce, Google Drive, Gmail, Slack, and ASANA.
- Willingness to use AI tools when possible

SHARED COMPETENCIES

The following is a list of character qualities and work competencies that describe the mindsets, abilities, and approaches to work that are essential to successfully achieving the mission of the organization and must be exhibited by all Denver Institute staff members.

1. **Faith & Mission:** Demonstrate a deep commitment to Jesus Christ and the mission of Denver Institute.
2. **Relational:** See colleagues and constituents as bearers of the image of God and align actions with that knowledge; establish and maintain positive working relationships internally and externally.
3. **Adaptability & Flexibility:** Adapt to changes from inside and outside the organization while remaining focused on goals and remaining personable & relational.

4. **Teamwork:** Engages the team by communicating clearly, collaborating flexibly, and proactively solving problems.

ROLE-SPECIFIC COMPETENCIES

The following is a list of character qualities and work competencies that are essential for success in this particular role.

1. **Self Starter:** Without handholding, pursues and develops relationships with new and existing donors. Organizes time and priorities so as to efficiently and effectively contribute to DI's fundraising goals.
2. **Strong Communicator:** In one-on-one meetings, in small and large group settings, and through written correspondence clearly and enthusiastically shares DI's vision and mission.
3. **Empathetic Listener:** Genuinely cares for DI's constituents and donors; exhibits this care through generous listening.
4. **Self-Confident and Authentic:** Develops relationships with donors in a way that fosters mutuality; develops an authentic and effective fundraising style and set of best practices, including the ability to ask donors for significant donations.

ADDITIONAL INFORMATION

WORK LOCATION

This position is required to be based in the Front Range of Colorado.

WORK ENVIRONMENT

This is a hybrid job and operates both in a professional in-person office environment and virtual spaces. This role routinely uses standard office equipment and requires frequent in-person connections with people.

PHYSICAL DEMANDS

The employee is required to stand, walk, use hands and fingers, and reach with hands and arms. The employee will be required to lift and/or move up to 30 pounds in order to set up for events.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time exempt position and requires 40 hours per week. Normal working hours are M-F, 8:00am-5:00pm. Some work events happen at night and on weekends. All employees work from the office Tuesday and Thursday. Work hours and location may be temporarily flexible with approval from the VP of Operations & Finance.

TRAVEL

This position will include travel to local events as needed and travel to conferences or training that are associated with this position.

BENEFITS

COMPENSATION

- This position is a full-time position with a salary range of \$75,000 - \$100,000 based on experience.

FLEXIBILITY

- Hybrid work schedule: in-person at the Denver Institute office on Tuesdays and Thursdays, virtual on Mondays, Wednesdays, and Fridays (adjustments to this schedule may occur based on Denver Institute programming and other needs)
- 15 paid holidays per calendar year (all federal holidays plus New Year's Eve, Good Friday, the day after Thanksgiving, and Christmas Eve)
- 20 days of PTO per year (for 2026, total days of PTO will be prorated based on start date)
- 6 sick days per year (for 2026, total days of sick leave will be prorated based on start date)

BENEFITS PACKAGE

- Health insurance: Denver Institute offers an allowance for health insurance to all full-time staff members
- Retirement benefits: Employees are eligible to enroll in IRA contributions through our Fidelity SIMPLE plan on their first day of work. Denver Institute will match dollar-for-dollar for every 1% an employee contributes, up to a 3% maximum contribution from Denver Institute.
- Computer to use for your work

WORK CULTURE

- Professional development allowance and opportunities
- 3 work days per year for silence and solitude
- 30 minutes per work day for reading, journaling, etc. with no screens allowed
- 90 minutes of paid time per week for exercise
- Daily time for staff prayer, encouragement, and spiritual health
- A one-month paid sabbatical every five years