



Mile High Ministries

Developing People and Communities

Position Available

Title: Director of Development (DD)

Status: Full-time/Exempt

Reports To: Executive Director

Purpose

The Director of Development is responsible for the strategies that unleash and support the generosity of our donors, thereby strengthening our capacity to accomplish the mission of Mile High Ministries:

... to seek God's peace for our city through the creative, compassionate, and prayerful development of people and communities.

MHM is both a spiritual community and a nonprofit Community Development Corporation. As a non-profit organization, we put our ideals into action through the best practices of community development with an emphasis on supportive housing. As a spiritual community, we pursue personal transformation and lives of generosity, peace, and self-giving love.

Our work is supported by people who wish to be part of the solution to poverty and homelessness in our city. Beyond solving problems they want to grow; to see the world differently; to live, pray, and serve their way into a new and better world.

Duties and Responsibilities

Fund Development

The Director of Development is responsible for creating and implementing the fundraising plan and strategies for the organization. In our current fiscal year MHM budgeted just over \$1.7 million in donations:

- The largest portion of our income is from **individual donors**, who account for 47% of donations in this year's budget. Three-quarters of this amount comes from **major donors** (individuals/families who give \$2,500/year or above), which makes major donor cultivation and retention the cornerstone of our development strategy and a primary responsibility for the Director of Development.

- A second important category is **foundation grants**, which account for 38% of budgeted revenue in FY2024 (\$676,000). The DD manages all aspects of the grant program, including foundation relationships and grant submission and reporting.
- MHM receives a modest amount of funding from **government** sources (<11% of donations), most of which comes from local government. Perhaps there are growth opportunities here, although the environment for government funding seems particularly volatile at present.
- **Events** represent 9% of our budgeted income. We don't do a big gala type of event, opting instead for smaller, informal events that fit our personality and create opportunities to build relationships with donors.
- **Churches** are an important part of our funding strategy, even though church giving represents a very modest portion of our budget (3%). Churches are wonderful places to connect with potential volunteers and financial supporters.
- **Corporate** donations for MHM are largely an extension of individual giving since much of our corporate giving comes from individual business owners with whom we have a relationship. There is a lot of potential to grow this category.
- MHM recently completed a large **capital campaign** (\$5 million+). We don't intend to enter another campaign of that size soon. That said, we are considering a major new project in the next few years, which could entail a capital campaign in the \$1-2 million range.

The Director of Development is responsible for all the above elements of our development strategy.

Supporting the Development Effort

Undergirding all aspects of the development strategy are three additional components:

- Our **marketing and communications** strategy is a primary means by which we tell our story, communicate our values, and ask people to join the mission of MHM. The DD oversees the communications team to optimize fundraising and to ensure that all donor communication well integrated with overall organizational communication.
- We view our donors as true partners in the mission of MHM. Our **donor support** program—receiving gifts, receipting, thanking donors, keeping records, answering questions and making the donor's experience a pleasant one—underscores that view, and is essential for donor retention.
- In the same way, **volunteers** bring much life and energy to MHM and do a lot of good work. They also represent a pool of potential donors. Our volunteer program is an essential component of our overall development strategy.

The Director of Development is responsible for all three of these essential components of the development strategy.

Other Duties

- Works with the Executive Director and business office to create the annual organizational budget, including revenue goals and detailed expense budgets for the development team.
- Deliver a detailed update to the Board of Directors at meetings 4-6 times/year.
- Keep abreast of trends in fundraising and best practices for meeting, acquiring, supporting, and retaining donors.
- Manage state registration and renewals.
- Equip the MHM staff to be effective ambassadors for MHM and assist with fundraising
- Reinforce the mission, vision, brand, and strategic priorities among the MHM board and staff.

Organizational Relationships

- Reports to the Executive Director.
- Team Leader

The Director of Development leads and supervises a team of professional staff (currently approximately 4 FTE), contractors, and vendors who are essential to the implementation of our strategy. The DD mobilizes this team to perform at a high level of productivity with practices that reflect the values of MHM and inspire a culture of gratitude and generosity throughout the organization.

- Executive Team

The DD is a member of the executive team and works closely with other members of that team to guide the overall strategies of the organization.

Organizational Expectations

- Abide by MHM staff guidelines as outlined in the MHM policies and procedures manual.
- MHM is a faith-centered organization. An important part of executive leadership includes being intentional about relationship with God, reflected in lifestyles of generosity, peace, and self-giving love.
- Attend staff meetings and participate in the learning activities of the staff, including assigned readings, occasional learning experiences and group discussions.

Qualifications

- A minimum of five years of fundraising experience as a development professional with a track record of consistently meeting revenue goals.

- Experience in creating annual fund development plans with a knowledge of diversified funding sources.
- Leads from a development philosophy rooted in the spirituality of fundraising and generosity.
- A heart for both the underserved and the well-resourced, understanding their needs and able to develop meaningful relationships with both.
- Experience in the cultivation and stewardship of major donors and high net worth individuals. Confident and fearless when asking for money.
- An effective communicator and story teller, able to inspire generosity and gratitude.
- Experienced in the use of development-focused data tools (e.g. Bloomerang, QuickBooks, Excel).
- Able to integrate the MHM mission, vision and values both personally and professionally.
- Able to lead in a mission-driven team environment.
- Professional in demeanor and appearance.
- Mile High Ministries is committed to practicing diversity, equity, and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ and people of all genders.

Terms

- This is a full-time position.
- Starting salary range \$90,000-\$110,000.
- 401K benefits after first year of employment
- MHM covers 75% of health insurance through Kaiser Permanente
- MHM contributes \$450/mo to H.S.A. for employee & family
- Vision supplement 100%
- Dental supplement available
- Unlimited PTO

Contact

Please send a resume along with a cover letter to Jeff Johnsen, Executive Director, at jjohnsen@milehighmin.org.