



Director of Development

Building better communities by strengthening families is the mission of Focus Points Family Resources Center. For 30 years, Focus Points has worked successfully to transform the lives of low-income and working families in Northeast Denver and beyond. Focus Points serves nearly 3,000 participants each year, most of whom are Spanish-speaking immigrants. Focus Points is strongly committed to our values around collaboration, equity, integrity and solidarity, which complement our four program pillars: Family Support, Community Resources, Education, and Economic Inclusion

In a Nutshell:

The Director of Development is a key team member of Focus Points Family Resource Center. The position is critical for the stability, sustainability, and growth of the organization and will be responsible for overseeing and implementing all development and communication related activities. This position also supervises a team of three full-time staff: a Grants Manager, a Development/Volunteer Manager, and a Communications & Marketing Manager. The Director ensures that the team receives regular support to be successful in their roles. This role will particularly focus on individual and corporate gifts. The Executive Director and Grants Manager will also help with actions, relationship management, and results towards this goal. The team is responsible for raising \$2.5 million annually in funding from foundation, corporate, government and individual donors. This role also works closely with the Board of Directors fundraising committee, Invest in Families. We are looking for someone who brings dedication and enthusiasm to this role!

Compensation: \$80,000-\$87,000

What You Get to Do:

Fundraising (About 50%)

- Create and oversee annual development plan with key metrics included
- Maintain processes and procedures for the development department
- Build relationships with program staff and stay informed about program and partnership changes, to ensure that messaging to donors and the public is accurate
- Build relationships with and engage donors in the organization
- Schedule, prepare for, and attend donor meetings with individuals, corporate and foundations
- Support Grants Manager in ensuring that proposals, award signatures, scopes of work, reports and other requirements related to grants are tracked and met on time
- Oversee implementation of the annual fundraising event, “Loteria”
- Network on behalf of the organization
- Serve as staff liaison for Board fundraising committee and provide Board of Directors with clear guidelines to help with their fundraising efforts
- Utilize Raisers Edge Database to track notes for donor meetings and progress. Grants Manager ensures proper maintenance of database.

- Track fundraising results and income, and update monthly cash flow projections with Finance Controller
- Provide monthly development reports for Executive Director, Leadership Team & Board of Directors
- Grow monthly giving program
- Identify new prospective funders
- Enroll and attend workplace giving events

Marketing & Communications (About 30%)

- Oversee annual communication plan with key metrics included, implemented by the Communications & Marketing Manager
- Provide Board of Directors with key messaging and opportunities to support community awareness
- Work with Communications & Marketing Manager in developing communications strategies, goals & tactics
- Oversee centralized processes and procedures for communications and marketing
- Review and approve print and electronic marketing materials
- Direct annual report process and publication
- Meet with and oversee contract with PR Consultant

Staff Supervision and Coaching (About 20%)

- Weekly meeting with each member of the development team
- Manage annual performance review process for program teams
- Ensure development staff have clear job guidelines. Adjust job responsibilities where needed and in line with organization and fundraising goals
- Create a culture of growth mindset and support to help staff achieve full potential.
- Maintain a professional attitude and adhere to a high level of confidentiality towards Focus Points staff and participants
- Other tasks and responsibilities as assigned

Required Competencies:

Relationship Management: Build strategic relationships with funders and other external stakeholders to enroll donors into the mission and increase funding to organization. Ability to ask for funding in an engaging and effective manner.

Strategic Thinking: Create annual fundraising plans to diversify and grow revenue streams and oversee development of annual communications plans to engage multiple internal and external stakeholders (participants, donors, etc.).

Communication for multiple and diverse audiences: Oversee and execute messaging over a variety of communication platforms that provide clear representation of the organization, programs, and community to stakeholders. Ensure consistent and clear follow-up to foster collaboration with internal staff and departments.

Organization & Prioritization: Coordinate and balance multiple projects, including key tasks and schedules, that lead to achievement of project outcomes and goals. Prioritize projects with the most significant ROI for development efforts.

Budgeting Skills: Create and manage budgets to closely monitor expenses, make thoughtful investments in infrastructure, and meet or exceed revenue goals.

Preferred Competencies:

Bilingual Communication– the ability to understand, speak, read and write Spanish at an expert level to communicate with staff, participants and community and/or willingness to advance language skillset.

Decision Making & Problem Solving: Process situations, projects, and challenges with a methodical and thoughtful approach to meet the changing needs and requirements of donors, supporters, participants, and wider general audience

Writing skills- the ability to write well and tailor messaging to different audiences.

Diversity Statement

Personal or professional commitment to diversity, equity, and inclusion as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity and inclusion outcomes. ***Applicant must share a commitment to anti-racist work.***

What's In It for You:

Benefits offered for all full-time staff members:

- Medical (Kaiser Permanente), Dental (Delta Dental of Colorado), Vision (VSP)
- Flexible Spending Account/Dependent Care Account
- Basic Life, AD&D Life Insurance coverage (Employer paid)
- Short term disability (Employer paid)
- Supplemental Accident Protection Coverage
- Employee Assistance Program (EAP)
- Simple IRA Plan with Employer 3% Match (TIAA)
- FAMLI – Family and Medical Leave Insurance

Perks of this Role

- Competitive pay
- Paid personal and sick leave
- Paid holidays & vacation
- Paid breaks throughout the year (Summer, Fall, Winter)
- Paid sabbatical program at 3 and 5 years of employment
- Company follows DPS for closures and delays due to inclement weather
- Business casual work attire
- Wellness programs through Kaiser Permanente
- DEI initiatives
- Hybrid/Remote schedule for eligible roles
- Work culture teambuilding
- Fun work events
- Community partnerships

To apply, send cover letter and resume with email subject, "Director of Development" to jobs@focuspoints.org. Applications will be accepted on an ongoing basis with approximate start date of February 1, 2026.

NOTE: This job profile is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job and it's not a job description.

Focus Points Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, ancestry, creed, gender identity or expression, and sexual orientation, or any other status protected by applicable federal, state or local law.