VICE PRESIDENT, DEVELOPMENT

POSITION SPECIFICATIONS

CLIENT

Our client, the Denver Center for the Performing Arts ("DCPA") is one of the largest non-profit theatre organizations in the nation, presenting Broadway tours and producing theatre, cabaret, musicals, and innovative, immersive experiences. Last season, the DCPA engaged 950,000 visitors and generated nearly $200 million economic impact in ticket sales alone. Additionally, DCPA Education engaged nearly 150,000 students of all ages through classes, in-school programs and student matinees.

The DCPA’s mission is to engage and inspire through the transformative power of live theatre.

For more information about the DCPA, please refer to the organization’s website, www.denvercenter.org.

ABOUT DENVER

Denver, the Mile High City, is the most populous city in Colorado and one of the fastest growing cities in the country. Nestled on the eastern edge of the Rockies, Denver is consistently ranked as one of the best places to live in the U.S. The City offers a diverse array of cultural attractions, professional sports teams, fine dining, great schools and year-round recreational opportunities. The City enjoys a semi-arid four-season climate with more than 300 days of sunshine per year.

THE OPPORTUNITY

The DCPA seeks a skilled, energetic and mission-focused executive to serve as Vice President, Development. This person will cultivate and build relationships with the philanthropic community to support the DCPA’s mission. As a nonprofit organization, the DCPA owes its existence to the generous support and participation of every theatre enthusiast and is committed to further strengthening their position as the leading theatrical organization in the region and one of the leaders in the field.
This position reports to the CEO, who is a committed partner in the organization’s fundraising efforts, and will be the fundraising “face” of the institution in tandem with the CEO and the Board of Trustees. The Vice President, Development will serve as a key executive leadership team member and an active participant in making strategic decisions affecting the DCPA. In partnership with the CEO, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build the DCPA’s visibility, impact and financial resources. The Vice President, Development also will continue the implementation of a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The Vice President, Development will have primary responsibility for establishing and implementing the infrastructure needed to grow a $6M annual philanthropic budget through the solicitation of major gifts, grants, special events, and corporate and foundation support. The successful candidate will expand and diversify the DCPA’s donor base and pipeline and will work closely with colleagues and a team of eight development staff members to secure funding for existing and new initiatives. In addition, the Vice President, Development will work closely with the Board of Trustees, the Chairman and the Board’s Development Committee.

It is expected that the amount raised by the DCPA will increase in future years as the Vice President, Development systematically and effectively strengthens the organization’s overall fundraising capacity to support “A Grander Opening”, the Bonfils Theatre complex capital campaign.

Direct reports to the Vice President, Development include a Senior Director of Major Gifts, Capital Campaign Manager, and Associate Director of Annual Funds, and a Grants Manager. Indirect reports consist of a Donor Relations Manager, Events and Development Officer, and a Development Coordinator.

Responsibilities, include but are not limited to:

- Support and partner with the CEO and Board of Trustees on all major fundraising initiatives. Actively work with the CEO to continue the implementation of a comprehensive development strategy that heightens the CEO’s stewardship of major donors
- Collaborate with members of the Executive Team to develop and implement organizational strategies to advance the organization’s mission
- Establish and nurture a culture of philanthropy throughout the organization, including board members, staff and supporters in throughout the community locally and nationally
- Oversee research efforts of funding sources and trends, with foresight, to help position the DCPA ahead of major funding changes and trends
- Maintain a personal relationship with and a dynamic portfolio of individual annual donors; secure major, capital and planned gifts, as well as advanced annual gifts
- Implement a stewardship program that is currently ready to be launched aimed at cultivating deeper ties with donors; launch a moves management program; provide and present statistical analysis to board and senior leaders
- Develop and mentor the Development Team while fostering and enhancing the culture of accountability and continuous improvement within the DCPA by using
data and performance metrics to guide, support, and strengthen development activity

• Successfully complete the $36 million dollar capital campaign strategy and implementation which is 84% to goal
• Partner with the IT and Marketing and Sales Departments to implement a comprehensive data and records management system/Customer Relationship Management (CRM)
• Oversee the organization’s two signature fundraising events, Saturday Night Alive and Women with Hattitude

EDUCATION AND EXPERIENCE

• A bachelor’s degree or equivalent years of experience in the development field is required.
• Substantial (ideally ten or more years of) demonstrated success in management and leadership of a nonprofit fundraising department, including forming, maintaining and motivating a strong and effective leadership team, utilizing a collaborative and inclusive leadership style, demonstrating the ability to be effective delegator and developer of top talent, and fostering a culture of innovation
• In-depth knowledge of philanthropy and the desire to share that knowledge with others
• Commitment to DCPA’s values including focus on Equity, Diversity and Inclusivity (EDI); dedication to a strong customer focus
• Confidence to manage up to the CEO and work with the Board of Trustees and the board’s Development Committee
• A demonstrated track record of success; ability to pivot and problem solve during a complex and high profile fundraising process
• A passionate personal alignment with the Mission, Vision and Values of the DCPA

PERSONAL CHARACTERISTICS

• Flexible and adaptive style; a leader who can positively impact both strategic and tactical fundraising initiatives
• Ability to work both independently without close oversight and as a team player who will productively engage and collaborate with others
• Demonstrate keen analytic, organizational and problem-solving skills that support and enable sound decision-making; able to effectively create processes with the department to identify, cultivate, close, and subsequently steward donors
• A high-energy and creative leader who is willing to cultivate “out-of-the-box” solutions
• A strong work ethic and unwavering standards of personal and professional integrity
• Ability to be tactful and discreet, particularly in sensitive matters related to employees, donors, and stakeholders
• Ability to construct, articulate, and implement the annual strategic development plan
• Strong organizational and time management skills with exceptional attention to detail
COMPENSATION

The DCPA will offer the successful candidate a competitive salary and comprehensive benefits package which includes medical, dental and vision insurance, voluntary life and disability insurance, flexible spending accounts, a generous paid time off policy, and 401(k) retirement plan with organization match. DCPA employees are also eligible for free admission to other Denver SCFD Tier I organizations.

APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting the DCPA with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in strict confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

In order to provide high quality, culturally competent care to patrons, students, guests and team members, it is of highest importance that the DCPA’s hiring practices reflect the values by offering an environment that celebrates Equity, Diversity and Inclusion. The DCPA and each of its team members, regardless of race, ethnicity, sexual orientation, gender identity, age, language, abilities/disabilities, socioeconomic status, geographic region or other defining characteristics should feel welcome and valued.

The DCPA and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.