

Development and Sponsorship Director

Pop Culture Classroom, a Denver-based literacy & arts nonprofit, is seeking a Development and Sponsorship Director to plan and implement diverse fundraising strategies. We seek an energetic, organized and creative individual who can help us increase revenue and deepen our connections with a diverse group of stakeholders. If you have a strong background in nonprofit development, event sponsorship or sales, we encourage you to apply.

Position Duties

- Develop, plan and execute a comprehensive development program that secures financial resources from foundations, corporations, government and individual donors and members to support Pop Culture Classroom's mission and goals;
- Create, lead and manage strategies for campaigns, appeals, corporate partnerships, foundations and events to meet, or surpass, organizational funding goals for short-term and long-term objectives;
- Work with the Executive Director and Board to identify and engage new funding prospects and tactics;
- Work with the Convention Director to identify and solicit business community support for Denver Comic Con, Pop Culture Classroom's signature programmatic and fundraising event;
- Work with the Executive Director to research/write grant proposals and prepare follow-up reports to funders;
- Staff the Board's Development Committee and provide support, education and leadership to the Board to enhance their ability to bring resources to the organization;
- Work with Pop Culture Classroom's marketing team to integrate development into marketing efforts and ensure consistency throughout materials and messaging;

Position Qualifications

Knowledge/Skills:

- Experience with donor management and/or sales tracking software and databases

- Interpersonal skills with an emphasis on direct person to person contact and collaboration
- Demonstrated understanding of best practices in donor cultivation and development, event sponsorship and foundation solicitation
- Demonstrated understanding of the nonprofit sector

Abilities:

- Proactive, able to multi-task, adapt and operate effectively in a challenging environment
- Excellent verbal and written communication skills and the ability to interact professionally
- Able to cultivate and build strategic partnerships with a variety of supporters, including corporations and individuals
- Able to take initiative and follow through on projects and tasks
- Able to work both collaboratively and independently with a strong work ethic and attention to detail
- Demonstrates creative thinking and the ability to take on new tasks/projects/roles, and contribute to the team's success
- Accountable, responsible, patient and honest
- Sense of humor

Education:

- Undergraduate degree
- Additional training in fundraising and/or sales preferred

Experience:

- At least three years professional experience in fundraising, development or sponsorship/sales with a diverse track record of success

This is a 3/4-time (30 hr/wk) position based at the PCC offices. A flexible schedule is necessary, especially during the time leading up to and during the Denver Comic Con (June 2018) when additional hours of work will be necessary. Salary is \$ 45,200 plus a \$400/mo stipend.

To apply: Send resume, cover letter and contact information for three professional references by email to hiring@popcultureclassroom.org AND by postal mail to Pop Culture Classroom Attn: Hiring Manager, 2760 West 5th Ave., Denver, CO, 80204. **Applications must be received by Monday, October 2nd, 2017.** No phone calls please.

Pop Culture Classroom is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.