COLORADO CENTER FOR NURSING EXCELLENCE

Job Title: Director of Business Development

Job Summary
The Director of Business Development is responsible for developing community partnerships which result in revenue generation on behalf of the Colorado Center for Nursing Excellence. Sources of direct revenue may include grants; sponsorships; contributions; membership dues; and earned income opportunities.

Requirements
- 5-10 years experience in nonprofits revenue generation required to include experience with earned income, foundation, corporate and individual giving programs.
- Excellent written, verbal communication, analytical skills and relationship development skills.
- Strong organization and ability to handle multiple priorities and deadlines essential.
- Bachelor’s degree required. Master’s degree preferred.
- Strong knowledge of Microsoft Word, Excel required. Database systems knowledge preferred.
- Strong fiscal background with ability to design, monitor and manage budgets essential.
- Excellent understanding and demonstration of donor relations and stewardship responsibilities required.
- Ability to manage grant contracts and sponsorship agreements in coordination with other staff required.
- Knowledge of principles and processes involved in business and organizational planning, coordination and execution required.
- Valid driver’s license required.
- Master’s degree in business, marketing, communications or related field preferred.

Duties & Job Functions
The Director of Business Development is responsible for direct revenue generation on behalf of the organization. Direct revenue may include grants; sponsorships; contributions; membership dues; and income from events, conferences, training opportunities and other products and services developed by The Center. Specific duties include but are not limited to:
- Provide leadership and supervision for the areas of development and entrepreneurial business ventures.
- Build strong business plans to move pilot programs to self-sustaining, revenue producing programs.
- Expand and diversify funding sources to create long-term organizational sustainability.
- Build relationships and create corporate and individual fund-raising opportunities.
- Work with the Board, staff, funders and other constituent groups to craft annual goals and objectives; report on extent of accomplishment quarterly to the President and CEO.
- Gather, track and analyze business and health related data pertaining to organizational programs and services to assist the President and CEO with strategic planning.
- Maintain data pertinent to each program that will be utilized in interim and annual evaluations to funders, the Center’s Board and to the public in annual reports.
- Contribute to the evaluation and development of business strategy and performance of revenue generating programs in cooperation with the President and CEO and Senior Director of Finance.
- Develop and utilize a strategic funding calendar each year. Update regularly, reporting to the President and CEO.
- Actively engage in building and strengthening partnerships with nonprofits, corporations, foundations, community leaders, and agencies needing critical services provided by the Center.
- Work closely with other staff to develop program budgets as aligned with agreed upon contracts.
- Initiate and monitor contracts/agreements with grantors and business partners on behalf of the Center.
- Maintain supportive relationships within the team and aligned with the organizations mission, vision, values, and team agreements.

Salary dependent upon experience. The Center offers full medical, dental, and vision benefits as well as a 401k plan for all full time employees.