Major Gifts Officer
2111 Champa St, Denver, CO 80205, USA Req #632

The mission of the Colorado Coalition for the Homeless is to work collaboratively toward the prevention of homelessness and the creation of lasting solutions for homeless and at-risk families, children, and individuals throughout Colorado. The Coalition advocates for and provides a continuum of housing and a variety of services to improve the health, well-being, and stability of those it serves.

The Colorado Coalition for the Homeless seeks a Major Gifts Officer to support the Coalition’s mission through the Resource Development and Marketing department, performing a variety of activities to engage, develop and solicit donors and prospective donors for financial support. This position is located at 2111 Champa Street, Denver, Colorado 80205 and reports to the Director of Annual Campaigns.

Coalition Benefits

In addition to the unique challenges and extraordinary rewards of our work, eligible Coalition employees enjoy a rich benefits package, including:

- Health insurance coverage on the first day of employment: full-time employees contribute only 1% of their earnings for their own health coverage and no more than 4% of their earnings for coverage of eligible dependents. We’re proud to offer same- and opposite-sex domestic partner coverage;
- Dental, vision, and flexible spending/dependent care/public transit accounts;
- Free basic life insurance and long-term disability coverage;
- Dollar-for-dollar retirement plan matching contributions up to 5% of earnings;
- Extensive paid time-off, including 8 holidays, 12 days of sick leave, and three weeks of vacation for new full-time employees in their first full year.
- Salary Range is $64,958 and $77,950.

Essential Job Functions

The Major Gifts Officer is a mid-level professional position, responsible for meeting annual fundraising goals by building and managing a portfolio of donors and prospective donors, and by supporting executive and volunteer fundraising efforts. From time to time, this position assists with grant writing efforts and other marketing and communications efforts that support the annual fundraising and departmental plans.

Donor Engagement, Solicitation and Stewardship

Creates engagement, cultivation and solicitation goals for each person on his or her
caseload, based on the donor's history of giving and the organization's research on the donor's potential.

1. Collaborates with RD staff, volunteers and other supporters to assure successful implementation of the departmental annual plan and attainment of annual goals.
2. Works with other Coalition departments to secure appropriate project information, including budgets, and create gift solicitations.
3. Prepares periodic reports as required by management that accurately reflect caseload activity and performance.
4. Will perform other duties as may be required.

Teamwork

1. Supports fellow members of the Resource Development and Marketing team, collaborating with and supporting fellow team members in fulfilling the annual resource development goals.
2. Collaborates with team members and other Coalition staff to develop compelling appeals and solicitations that are consistent with organization and program needs.

Leadership and Professionalism
The Resource Development and Marketing Department serves as a resource to other departments of the Coalition. All Resource Development team members are expected to maintain a strong customer service orientation in interacting with others throughout the Coalition. As a representative of the Coalition's management in the community, all team members are expected to behave professionally and respectfully with others, and exhibit our organization's values and philosophy of service in all public activities.

Accountability and Evaluation
Targets for number of donors/prospects cultivated and gift targets will be set annually with the Chief Development Officer as part of the annual Resource Development Plan. This position will be evaluated based on attainment of targets relating to

1. Number of donors/prospects engaged during the year.
2. Progress in developing donor/prospect relationships relative to annual objectives for each relationship.
3. Attainment of financial targets for the assigned caseload.
4. Collaborative performance in promoting attainment of departmental goals.
5. Collaborative performance in attaining organizational goals.

Employee must be able to perform essential job functions with or without reasonable accommodation and without posing a direct threat to safety or health of self or others. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications Summary

1. Previous success and experience in individual gift cultivation and solicitation of large gifts (> $2,500) in the charitable sector, including cold calls, cultivation and solicitation strategies.
2. Demonstrated performance in collaboratively working with colleagues in management, program implementation, volunteer leadership and donors as well as Resource Development team members in fulfilling organizational goals.
3. Demonstrated leadership and ability in successfully managing multiple concurrent duties.
4. Bachelor’s degree in a relevant field preferred.
5. Experience in working in organizations serving the poor/under-served, social justice, health care or human services.

To Apply

Interested candidates may apply online here.

The Colorado Coalition for the Homeless is committed to delivering services, making employment-related decisions, selecting volunteers, and selecting vendors without regard to age over 40, race, sex, color, religion, creed, national origin, ancestry, disability, genetic information, marital status, sexual orientation, gender identity, gender expression, pregnancy, medical condition related to pregnancy, military status, or any other applicable status protected by law.