



Job Description (11/18)

Job Title: Director of Leadership Gifts
Reports to: Senior Vice President of Development
FLSA Status: Exempt
Department: Development

Summary: The Director of Leadership Gifts is responsible for providing leadership of the major donor/planned giving department for donor development, communication and stewardship. At Colorado Public Radio, major (aka “leadership”) gifts are recognized at \$10,000+ in annual support. This person is highly disciplined, organized and goal oriented with demonstrated competencies in major gift donor identification, cultivation and stewardship, team development, information management, project support, donor research and verbal and written communication.

The ideal candidate is curious and thoughtful in their work and has demonstrated competencies in team development, information management, project support, donor research and verbal and written communication.

This person will be committed to long term relationships with staff, with board members, and with donors. This person will find joy in cultivating meaningful relationships for Colorado Public Radio. Colorado Public Radio is interested in serving this person through training opportunities and growth opportunities.

Responsibilities & Duties:

- Responsible for the growth of major donor/planned giving donors and prospects.
- Responsible for developing the major donor team, including staff development, training and implementing best-practices in major donor fundraising.
- Collaborate on setting department and individual goals and managing the necessary activities for achievement.
- Provide leadership to the major donor team to implement identification, cultivation and stewardship activities that strengthen long-term relationships with major donors including all phases of donor development and moves management; from research, to cultivation, to engagement, to solicitation, to stewardship, to renewed engagement and new solicitation.
- Oversees donor events, including all aspects of staffing, planning and organizing. Non-traditional work hours will apply.
- Oversee the planned giving program (Legacy Circle), including the growth and stewardship of Legacy Circle members through all appropriate means such as on-air, direct mail, email, website, phone, events and personal visits.
- Oversee relationships and activities associated with foundations and grant-making organizations, including the cultivation of relationships with these organizations and working with the appropriate CPR departments to write grants, as well as track and report on grant progress.

- Collaborate with other internal departments leaders to identify new giving opportunities and work-flow efficiencies.
- Manage a targeted portfolio of donors, modeling best practices and leading by example.
- Assist the President and Sr. Vice President in engaging board members and key portfolio relationships.
- Participate in regular department head meetings as requested.

Core Competencies:

- **Change/Adaptability/Flexibility**
Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
- **Communication**
Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.
- **Results Focus/Initiative**
Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.
- **Collaboration**
Works collaboratively with others to solve problems, reach common goals and achieve positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience, and knowledge.

Knowledge & Competencies:

- Identification with the mission and purpose of Colorado Public Radio.
- Minimum 7 years experience in major and planned giving fundraising, including at least 3 years of demonstrated success in managing major and planned giving officers and staff.
- Mastery of principles and techniques of successful fundraising as they pertain to the identification, cultivation, and stewardship of major donor prospects.
- Knowledge of fundraising best practices and procedures.
- Approaches work with curiosity and thoughtfulness.
- Demonstrated leadership skills, resulting in achieved organizational goals.
- Demonstrated organizational skills managing a variety of simultaneous activities efficiently and accurately.
- Demonstrated success in engaging and collaborating with board leadership in advancing organizational objectives and fundraising.
- Hands-on knowledge of donor database systems.
- Demonstrated verbal and written communication skills.
- Ability to manage high level confidential information with integrity and sensitivity.

Application Requirements: To apply, please email your cover letter, resume and references to Philanthropy Expert at emueller@philanthropyexpert.org with "Leadership Giving Director" in the subject line. Please also let us know where you heard about the position.

Incomplete applications will not be considered.

Electronic applications only. No phone calls or drop ins please. Competitive salary and benefits.

Colorado Public Radio is an equal opportunity employer and encourages workplace diversity.