Foundation Relations Gift Officer

Employment Requirement: Colorado Public Radio (CPR) strives to maintain a workplace that keeps employees mentally and physically safe. CPR requires employees to be fully vaccinated against COVID-19 unless a medical or religious accommodation is timely requested and approved. All candidates offered a position at Colorado Public Radio will be required to comply with the COVID vaccine mandate and procedures prior to their first day of employment.

Incumbent is expected to reside in Colorado.

Who We Are:

Colorado Public Radio is a non-profit 501(c)(3) organization that produces meaningful news, music, and cultural experiences to everyone in Colorado using the power of the human voice in all its forms. Roughly 95 percent of CPR’s funds come from the private support of listeners, businesses and foundations. For more information, visit www.cpr.org.

- CPR News delivers in-depth, insightful and impartial news and information from around the world, across the nation and throughout Colorado, examining its relevance to our state and connecting it to our community.
- CPR Classical takes listeners on an in-depth exploration of thoughtfully curated music – with an emphasis on Colorado’s classical community – providing context to a broad range of meaningful and compelling works from past to present.
- Indie 102.3 takes listeners inside the world of new and independent music – exposing them to up-and-coming artists and highlighting Colorado’s local music scene.
- Denverite is an online news source dedicated to Denver’s curious and concerned.
- KRCC is a public radio station in Colorado Springs, Colorado, serving Southern Colorado. KRCC is operated by Colorado Public Radio in partnership with Colorado College.

Our values inspire, inform and guide our everyday actions. They serve as a set of expectations and a promise we make to ourselves, our partners and audiences.
At Colorado Public Radio we are committed to cultivating and sustaining a diverse and inclusive workplace that helps us represent the voices of the communities within Colorado. We highly encourage individuals with unique contributions such as ethnicity, race, sex, gender identity, nation of origin, age, language, veteran status, color, religion, disability and sexual orientation to apply to our openings. CPR is an equal opportunity employer and welcomes everyone to our team.

Colorado Public Radio (CPR) is seeking a Foundation Relations Gift Officer.

About the Position:

The Foundation Relations Gift Officer serves as a front line fundraiser specifically working with foundation and organization donors. The primary focus will be on identifying funding partners as well as writing, submitting, and securing grants from foundation sources. It is expected to implement strategies for foundation prospects, including solicitations, proposals, stewardship, and required reporting. This position is responsible for meeting funding goals, guiding and overseeing donor-focused relations and communication.

About You:

Our ideal candidate will have the following qualities:

You are a strong relationship builder who is persuasive, persistent and innovative in how you connect with foundations, community leaders and strategic partners. You are a detail oriented person with excellent communication skills. You prioritize well, handling multiple projects in an organized and timely manner. You are an effective, eloquent writer who enjoys collaborating with others to help ensure an organization’s financial success.

Minimum Qualifications:

- At least 3 - 5 years experience in fundraising, sales or a comparable field
- Experience in building relationships and a strong customer focus
- Strong writing experience
- Familiarity with financial or budgetary management
- Excellent written and verbal communication skills
- Ability to prioritize expertly, meet deadlines, and handle multiple projects simultaneously
- Strong critical thinking, decision making, and problem solving skills
- Experience securing awards from foundations is preferred
- Experience with Salesforce or another CRM is preferred
- Experience with writing grants is preferred
Education Equivalency
Bachelor’s degree OR a combination of 4 years education and/or experience.

Benefits:
Colorado Public Radio is proud to offer a comprehensive benefits package that reflects our culture of caring. Our employees have access to: 100 percent employer paid individual health, dental, life, and disability coverage; an outstanding paid family medical leave policy plus paid holidays and a very generous sick, vacation, and personal time off plan; voluntary offerings such as vision; a competitive retirement plan match with no waiting or vesting periods; flexible schedules; engagement and development opportunities; and a casual atmosphere.

Position Information:
Position Type: Full-time
Hiring Range: $80,500 - $107,300
Structure Title: Gift Officer, Foundations
Starting Pay: based on education and experience.

Application Requirements:
Click here to apply. Please upload a resume, cover letter, writing sample (any writing sample that demonstrates your persuasive sales writing abilities, but ideally is a fundraising related piece of writing) and answer both application questions.

Incomplete Applications will not be considered.

Application Deadline: July 9th, 2022

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