POSITION SUMMARY

The Director of Legacy & Principal Gifts is responsible for maintaining a portfolio of major gifts donors and will secure and be knowledgeable of outright gifts of appreciated assets, life income gifts such as charitable gift annuities and charitable remainder trusts, and testamentary gift plans such as bequests and life insurance gifts. This position must achieve fundraising goals by asking for major gifts from individuals, foundations and businesses, while setting and implementing strategy for deepening our planned giving program in collaboration with the Senior Director of Principal Gifts and the Foundation President.

POSITION REQUIREMENTS

- **Licensure/Certification/Registrations:** Active and insurable Colorado State Driver's license.
- **Education:** Bachelor's degree in relevant field required. Master's Degree or relevant experience preferred.
- **Experience:** A minimum of 10 years of increasing responsibility in fundraising with a track record of successful donor relationships and philanthropic commitments. Knowledge and experience with a variety of current and deferred gift options, complex giving methods, estate planning, including wills, trusts and estate and gift tax laws, as well as experience using planned giving software. Experience or knowledge with legal record keeping requirements for fundraising and documenting donations as it pertains to estate gifts preferred.
- **Skills & Abilities:** Excellent organization and customer service skills. Demonstrate energy, enthusiasm, and the ability to work both independently and productively in a fast-paced, team-oriented department and a passion for the mission of Craig Hospital. The ideal candidate will be self-motivated, results oriented and able to set priorities and manage multiple deadlines. They will be driven to realize fundraising success in ways that benefit both the donor and Craig Hospital. Superior interpersonal, oral and written communication and presentation skills with the ability to represent the Hospital's mission and interests to a diverse group of people. Ability to be flexible and easily adapt requests for financial support to meet the needs of individual donor interests. High energy, personal initiative, and a friendly, outgoing and collaborative approach and a strong team-oriented style. Must be able to work under pressure and meet financial goals. Demonstrated ability to develop and sustain donors' relationships with Craig Hospital. Experience tracking fundraising or sales results in a database; experience with Raiser's Edge a plus. Must be capable of traveling locally and nationally. Strong computer skills including Microsoft Office. Ability to maintain confidentiality in all aspects of the position.

ESSENTIAL FUNCTIONS
• In partnership with the leadership, serve as an information resource for the gift officer team on gift planning vehicles, relevant tax law changes, and effective gift planning fundraising.
• Design and implement comprehensive plan for increasing planned giving opportunities, including retention and acquisition strategies including planned giving acquisition mailings and/or emails. Plan, organize and implement fundraising activities for assigned prospects with the goal of receiving major and planned gifts for the fundraising goals of the hospital.
• Identify, qualify, cultivate, solicit, provide stewardship for and recognizes donors and prospective donors.
• Manage a portfolio of top prospects and design and implement strategies to successfully solicit and steward each one.
• Participate in prospect management and evaluation of major gift prospects with other foundation staff.
• Coordinate the involvement of appropriate hospital staff and board members in the planning of solicitation strategies and stewardship activities.
• Prepare proposals and presentations for donor prospects, solicit gifts, and negotiate gift agreements.
• Manage the planned giving program, The Frank Craig Society, including interface with lawyers on behalf of Craig, working with contractors to promote estate gifts and planning stewardship activities.
• Identify new potential major investors to continue to grow the list of prospects for Craig.
• Responsible for soliciting major gifts from individuals, foundations and corporations.
• Meet specific goals for personal solicitations and dollar goals for capital and programs of the hospital.
• Serve as a close partner and key resource for other philanthropy team members to solicit and close planned gifts. A key responsibility of the role is possessing a strong capacity for developing relationships with gift planning prospects as well as their advisors and family members, cultivating and close complex gift plans, as well as conceiving and implementing customized strategic cultivation and solicitation plans for each prospect.
• Educate Philanthropy team on gift planning techniques, and support colleagues in structuring and successfully closing gifts involving complex assets. Serve as a staff liaison to Committee(s) of the Board of Directors and other committees as requested.
• Participate in planning and strategic direction for the Foundation.
• Passionately sell Craig Hospital through inspirational presentations to potential donors.
• Provide direction and supervision of department personnel, demonstrate professional judgment, use problem-solving techniques and delegate appropriately. Provide direction for new program development, new fundraising techniques and equipment.
• Provide leadership in the development of performance standards for all departmental personnel. Evaluate and counsel all employees on their performance in a professional and timely manner. Plan and develop educational in-services for the department as appropriate.
• Responsible for the implementation and coordination of department procedures based on the policies and procedures of the department. Review and analyze reports, records, and directives and confer with coworkers to obtain data required for planning department activities.
- Assist with preparation of annual department budget and monitor concurrently. Monitor and analyze costs associated with supplies, staffing, etc.
- Delegate or perform the essential job duties and responsibilities of the department staff as needed.
- Plan, organize, direct, coordinate and oversee the daily operations of the assigned areas appropriately.
- Build positive relationships with Craig Hospital's partner organizations, the media and others; ensure that the Foundation develops an identity that is well-known and accepted in the community.
- Participate in the development and implementation of department goals and objectives. Serve as a change facilitator, assisting others to understand the importance, necessity and impact of change.
- Consistently demonstrate knowledge of and application of quality indicators, and proactively monitor and implement systems to achieve and/or surpass hospital benchmarks. Coordinate and/or develop ongoing QA activities for department to monitor.

** This job description is not intended to be an exhaustive list of all duties. Employee may perform other related duties as assigned.

**Craig Hospital Benefits:**

**Benefit Eligible Positions:**

At Craig Hospital we offer a wide range of outstanding benefits that allow our employees to tailor a benefits package that meets their individual needs. Planning a family or looking forward to retirement we have options. Our medical insurance is a self-funded plan administered by Allegiance Benefit Plans with a CIGNA network of providers offering two different comprehensive plans. We offer dental insurance through Delta Dental, and vision insurance through EyeMed. Craig offers Health Care and Dependent Care Spending Accounts. Craig also provides, and pays for both Short Term and Long Term Disability Insurance plans for every benefit-eligible employee. We offer generous time-off benefits to allow you to enjoy your time away from work too! Additionally, we have a 403b Retirement Plan with a generous matching contribution through Empower Retirement that you are eligible for upon hire. Want to go back to school? We have Tuition Assistance. Unexpected emergency? We have Employee Assistance Programs and an Employee Emergency Assistance Fund.

At Craig, we believe in offering best-in-class benefits and prioritize benefits to support you.

Rate of Pay: $40.71 - $58.63 per hour