Philanthropy Officer

Denver, CO

Job Type: Full-time

Description:

Hiring Range: $75,000 - $100,000, based on qualifications and experience.

BENEFITS AND PERKS:

- Comprehensive health plans include medical, dental and vision benefits.
- Generous vacation, sick time, and holiday pay, plus paid birthday off and 'refreshment' day.
- Tuition reimbursement and child adoption benefits.
- Employer paid term life insurance, long-term disability, AD&D.
- Health savings account with generous employer contribution.
- Flexible spending accounts.
- Paid parental and bereavement leave.
- 401(k) with up to 5% company match.
- Please access our highlights of the benefits package we offer here: Denver Rescue Mission Benefits Guide

POSITION SUMMARY

The Philanthropy Officer (PO) is a highly relational professional who engages with supporters of Denver Rescue Mission to foster their knowledge, involvement, and financial giving. The PO is responsible for developing, cultivating, and expanding relationships with potential and existing donors to advance the Mission's programs and initiatives.

RESPONSIBILITIES

Portfolio & Donor Management

- Manage a portfolio of approximately 150 active major donor accounts, meeting performance expectations for productivity, quality, and timeliness.
- Carry out all donor gift cycle actions, including identification, qualification, engagement, cultivation, solicitation, closure, and stewardship.
- Establish individual goals for each donor based on giving history, passions, and potential.
- Develop a strategic plan for each donor, serving as a communication, marketing, and engagement blueprint.

Donor Engagement & Pipeline Building

- Lead strategic focus on Denver Rescue Mission's Young Professionals program to cultivate the next generation of supporters.
- Build and deepen donor relationships through personalized engagement strategies aligned with donor interests.
- Collaborate with program, finance, and communications staff to secure appropriate project information (including budgets) and prepare compelling offers and proposals for donors in support of general operations, programs, and services.

Representation & Team Contribution

- Represent Denver Rescue Mission at community events, meetings, and presentations as needed.
- Actively participate in team meetings, providing status updates, sharing ideas, and contributing to collaborative problem-solving.

General Responsibilities

- Obtain approval from the Director of Philanthropy (DoP) prior to launching new initiatives.
- Stay current with evolving fundraising trends.
- Regularly communicate workload status and progress to the DoP.
- Complete additional assignments as directed by the DoP or the Vice President of Development.

Requirements

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- 3 years of experience in major gifts fundraising.
- Self-starter with exceptional organizational skills, excellent attention to detail, and the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills.

- Analytical and strategic thinker with the ability to assess complex data and develop informed plans.
- Creative, enthusiastic, and dedicated professional with a positive attitude, strong work ethic, and goal orientation.
- Ability to work independently as well as collaboratively within the Development team and across the organization.
- Proven ability to handle sensitive and confidential material with discretion.
- Proficiency in MS Office Suite (Word and Excel); donor database experience required; Salesforce familiarity preferred.
- A heart to serve individuals experiencing homelessness and poverty.
- Active Driver's License and ability to meet DRM insurability standards, as a limited amount of work-related travel may be required.
- Must be a Christian holding to the beliefs set forth in the Statement of Faith, expressed by a personal testimony and Christian conduct.

Denver Rescue Mission is both an equal opportunity employer and a distinctly faith-based Christian organization. Denver Rescue Mission complies with applicable federal, state, and local employment laws, and strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, national original or ancestry, ethnicity, sex, sexual orientation, gender identity, age, disability, citizenship, parental status, marital status, political ideology, or current or prospective service in the uniformed services. This policy applies to all terms, conditions, and privileges of employment including recruitment, employment, training, and promotion opportunities. Based upon Title VII of the Civil Rights Act of 1964, the Colorado Anti-Discrimination Act, and the U.S. Constitution, Denver Rescue Mission has the right to, and does, hire only candidates who agree with our Statement of Faith and align with our Christian mission.

Our organization uses E-Verify.

This posting is expected to close 1/1/20206 or when filled.

Salary Description

$75,000 - $100,000

Apply online here.