Major and Planned Giving Manager

Summary/Objective:
The Major and Planned Giving Manager will provide leadership, strategy and planning to help grow the base of philanthropic support for Food Bank of the Rockies. This individual will serve as the knowledge expert in this area and will be responsible for cultivating relationships and soliciting prospects with the capacity to give gifts of $5,000+. This role is also responsible for creating and implementing a planned giving program at Food Bank of the Rockies including prospect identification, managing planned giving donor relationships, and administration of estates.

Essential Functions:

- Develop and execute major gift fund plan in accordance with immediate and long-range revenue goals of Food Bank of the Rockies
- Oversee solicitation, acknowledgment, recognition, stewardship and development of collateral materials for major giving program
- Develops and oversees a portfolio of prospects, utilizing senior executives at Food Bank of the Rockies, board members and volunteers as natural partners in cultivating and soliciting gifts
- Identifies revenue and growth goals by measurement of meaningful interactions including phone, in-person, and email conversations for cultivation, stewardship, and solicitations
- Develop and market Planned Giving program; ensure that the program becomes an integrated part of overall development department strategy and efforts
- Implement short- and long-term planned giving goals to build upon existing commitments and expand planned giving pipeline
- Provide expertise in structuring complex planned gifts
- Manage multi-channel marketing and communications efforts to promote planned giving to prospective donors and help build a robust pipeline of donors and prospects
- Oversee effective handling and processing of estate gift administration to ensure appropriate stewardship and closure of realized gifts
- Work with the Director of Development Systems on database management to ensure best practices of donor recognition and acknowledgment
- Represent Food Bank of the Rockies’ mission with genuine passion and professionalism
- Work as a cross-functional team member to promote Food Bank of the Rockies brand/message to potential donors, the community, the Board of Directors, government officials and staff
- Work closely with the Chief Development Officer to develop, implement, and improve strategic direction of the department
- Other duties as assigned or delegated
Competencies:

- Demonstrated personal leadership coupled with strong team orientation, exemplary project management skills and a high customer service focus;
- Ability to build highly collaborative partnerships with Food Bank of the Rockies staff, Board, community, and potential funders
- Strong communication skills that are effective across a variety of constituencies;
- Excellent organizational and prioritization skills, able to multi-task multiple assignments
- Team player with a positive attitude
- Deep commitment and passion for the Food Bank of the Rockies.

Education and Experience:

- Bachelor's degree in a related field from an accredited college or university or comparable experience
- Ten years or more relationship based fundraising experience preferred
- Extensive experience in Raiser’s Edge or other fundraising database

Expected Hours of Work:

This role is considered full-time working approximately 40 hours per week and as needed/requested. Daily schedules may vary and should maintain FBR’s core hours between 9am-3pm.

We value diversity and inclusivity and are thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply.