



**Title:** Annual Giving and Data Manager

**Posting No.:** 492357

**Posting Dates:** June 15, 2026 – July 6, 2026

Red Rocks Community College exemplifies extraordinary. We are dedicated to our [Vision and Mission](#), which promote student achievement, staff empowerment, and community engagement. We live our values: Learning, Collaboration, Community, Belonging, and Empowerment.

RRCC seeks applicants who understand and have first-hand experience working with diverse populations, which may include but are not limited to, historically marginalized populations such as people of color, LGBTQ+ community members, veterans, first generation graduates, and people with disabilities.

### **Job Summary**

The Red Rocks Community College Foundation advances the mission of Red Rocks Community College by generating philanthropic support for scholarships, student success programs, faculty excellence, and strategic institutional priorities. Since 1991, the Foundation has raised more than \$28 million and awarded over \$11 million in scholarships, helping thousands of students access and complete their education.

The Annual Giving & Data Manager is a key member of the Foundation team responsible for leading all annual giving campaigns and managing the Foundation's donor data systems and analytics. This role drives fundraising revenue through a comprehensive, data-informed annual giving program - spanning end-of-year campaigns, Colorado Gives Day, employee giving, alumni outreach, and other special giving initiatives - while ensuring the integrity, accuracy, and strategic use of donor and alumni data. The Manager collaborates closely with Marketing, development staff, vendors, Institutional Research, and IT to maximize fundraising impact and donor engagement. This position reports to the Director of Donor Relations and Operations.

### **Required Knowledge, Skills & Abilities**

- Knowledge of annual giving best practices, fundraising campaign management, and multi-channel donor engagement strategies
- Knowledge of donor CRM systems, data management best practices, and data governance including integrity and privacy standards
- Experience with digital fundraising platforms, direct mail processes, online giving tools, and peer-to-peer fundraising technology
- Strong analytical skills with the ability to interpret complex data and translate findings into actionable fundraising strategies
- Proficiency in data management, reporting, and dashboard development (e.g., Excel, CRM reporting tools, or similar platforms)
- Strong project management skills with the ability to manage multiple campaigns and priorities simultaneously
- Effective communication skills, including presenting data and campaign results to non-technical audiences
- Ability to collaborate across departments and with external vendors, maintain confidentiality, and work both independently and collaboratively

## Required Qualifications

- Bachelor's degree from an accredited institution in business, communications, nonprofit management, information systems, data analytics, or a related field. A combination of education and directly related professional experience may substitute.
- Minimum of 2 years of experience in annual giving, fundraising campaign management, donor relations, or a closely related function
- Experience managing CRM platforms, including data entry processes, reporting, and data quality
- Experience analyzing data and developing reports, dashboards, or visualizations to support decision-making
- Experience in fundraising, nonprofit, or higher education environments, with demonstrated ability to manage multiple priorities and handle sensitive information with discretion
- Experience managing vendor relationships and coordinating multi-channel campaigns preferred

## Physical & Cognitive Demands

The following are some of the physical and cognitive demands commonly associated with this position.

- Occasionally moves, positions, and transports files and office materials weighing up to 10 lbs.
- This is largely a sedentary role. This position operates in an office environment and constantly uses a computer, and routinely uses standard office equipment including phones, copiers, etc.
- The person in this position constantly communicates with internal and external constituents and students. Must be able to exchange accurate information in these situations.
- Cognitive demands include comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing, and interpersonal skills.

## Reasonable Accommodation Statement

Red Rocks Community College provides reasonable accommodations to applicants and employees with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process and/or during the course of employment, please contact Jennifer Matthews, Executive Director of Human Resources, at 13300 W 6<sup>th</sup> Avenue, Lakewood, CO 80228, (303) 914-6298 or [Jennifer.Matthews@rrcc.edu](mailto:Jennifer.Matthews@rrcc.edu).

## Starting Salary

Starting salary range for this position is \$72,159 - \$79,375 annually, commensurate with education and experience. This is a full-time, FLSA-exempt position. This position has been exempted from the State Classified System.

To Apply

All applicants must submit:

1. Resume
2. Detailed letter of interest (cover letter) addressing the job announcement.

Candidates will be evaluated based on their qualifications as related to the duties and responsibilities of the position. Candidates may redact any personally identifiable information on their materials including but are not limited to age, date of birth, and dates of attendance and date of graduation for educational institutions. Incomplete applications will not be considered.

Visit our [Careers website](#) to submit your application.

If you have questions regarding this position, please contact us at [HR@rrcc.edu](mailto:HR@rrcc.edu).

## Benefits

At RRCC, we value and uphold a commitment to a workplace that focuses on employees. In addition to rewarding and meaningful work, we offer a comprehensive selection of benefits to support our employees, including:

- Strong, flexible retirement benefits including [Colorado PERA](#)'s Defined Benefit Plan or Defined Contribution Plan. RRCC contributes 21.61% of your salary on your behalf. Supplemental retirement plans including 401(k), 403(b) and 457 plans are also available.
- Comprehensive [health benefits](#) including medical, dental, vision, life, and flexible savings benefits.
- Employee assistance services such as counseling, professional coaching, financial planning, and more, are available to you and members of your household at no cost through the Colorado State Employee Assistance Program ([C-SEAP](#)).
- Generous [paid time off](#) benefits including up to 15 hours of annual leave and 10 hours sick leave per month, 10 paid holidays per year, and up to 18 hours for academic and volunteer activities.
- [Tuition assistance](#) for employees and their eligible dependents at any community college within the Colorado Community College System or CCCOnline.
- State employees are eligible to participate in BenefitHub which offers discounts for retailers and services and other benefits resources.
- Employees may qualify for the Public Service Loan Forgiveness Program. Additional information about this program can be found on the [Colorado Division of Human Resources](#) website.

## Notice to all Applicants

- Final candidate will be subject to successful completion of a background check, and, if applicable, a motor vehicle record review.
- Former employees of the Colorado Community College System, or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in their application material.
- Final candidates are required to submit unofficial transcripts for non-instructional positions and official transcripts for instructional positions to Human Resources within thirty (30) days of hire.
- Direct deposit of payroll is a condition of employment.
- Red Rocks Community College participates in E-Verify.
- Red Rocks Community College is a tobacco and smoke-free campus.
- All RRCC employees, except student employees, contribute to [Colorado PERA](#) at a fixed percentage of their earnings and do not contribute to Social Security.
- Finalist must be willing to make Colorado their primary workplace.

## RRCC/CCCS is an Equal Opportunity Employer

Red Rocks Community College and Colorado Community College System believes when all human qualities are regarded with dignity and respect and when everyone has access to the individualized support they need, all will have the opportunity to thrive. In all aspects of the employment process, decisions are made based on merit, competence, performance and business need without regard to sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, marital status, religion, genetic information, gender expression, gender identity, sexual orientation, or any other protected status in accordance with applicable law. Our Accommodations and Non-Discrimination policies, plus other helpful information, can be found publicly at <https://www.rrcc.edu/about-us/disclaimers-and-legal-notices>.

We also believe in going further. At RRCC we have a focus on equity and belonging. We strive to create a community in which everyone feels respected and valued for their unique talents and contributions, and where people from all backgrounds are able to achieve their goals. Red Rocks Community College acknowledges that inclusion and equity are multifaceted and complex concepts,

and that our efforts in these areas will require innovation, intention, and an institutional commitment to these principles, across our entire college community.

Red Rocks Community College is an emerging Hispanic Serving Institution (HSI). As we move toward full HSI status, we are focused on servingness and are committed to creating a learning environment where equity is expected and our Latinx students thrive.

For information regarding Red Rocks Community College Security, including Clery Act/Crime Statistics for the campuses and surrounding area, please see the <https://www.rcc.edu/about-us/disclaimers-and-legal-notice>.