



Director Development and Philanthropic Services

Immediate Supervisor: President/CEO
FLSA Status: Full-time, exempt
Date Updated: March 2022

Organizational Summary

The Community Foundation of Northern Colorado serves as a trusted steward and service provider to philanthropists and nonprofit organizations. The Foundation is dedicated to creating transformational community impact by inspiring philanthropy and engaging the region. We do this by serving as a grant maker, thought leader, neutral convener, and catalyst for strategic community initiatives.

Position Summary

Reporting to the President/CEO, the *Director of Development and Philanthropic Services* serves as a key leadership team member and active participant in making strategic decisions for the Foundation. This position has primary responsibility to increase the Foundation's assets by growing current and new charitable funds, increasing funds for discretionary grant making, and growing operational resources via the Community Champions giving program. The *Director of Development and Philanthropic Services* cultivates and delivers exceptional services to donors and prospective donors, working across the organization to ensure seamless delivery. The Director develops and oversees high-quality, customized interactions with donors to foster long-term engagement with the Foundation. This position provides leadership to the Development and Philanthropic Services department, which consists of four FTEs, and directly supervises the Philanthropic Services Officer and the Development Specialist.

Principal Duties and Responsibilities

Leadership Team:

- Models organizational values and drives culture.
- Develops team members both individually and collectively as a team.
- Drives impact and assists in managing the Foundation's progress toward strategic goals.
- Creates alignment, inspiration, and coordination with other departments.
- Assists in the development of the Foundation's annual operating budget.
- Demonstrates fiscal responsibility.

Development:

- Develops annual development plan with measurable goals focused on asset growth and aligned to the Foundation's strategic priorities.
- Plans and executes effective strategy for growing Legacy Society, giving groups, corporate giving programs, and a strategy to engage the next generation of philanthropists.
- Expands and diversifies the Foundation's donor base by building a pipeline of prospects.
- Provides guidance to enhance the President/CEO's involvement with and solicitation of donors and prospects.
- Prioritizes relationships with community partners such as financial advisors, wealth managers, and estate attorneys to grow connections and facilitate partnerships.
- Provides staff oversight for the Professional Advisors Council.
- Provides oversight for the annual giving program, Community Champions.

- With the Communications team, plans collateral materials such as appeal letters, case statements, donor reports, and briefing materials.
- Creates and executes outstanding and creative recognition/thank you strategies.
- Creates development dashboards for the Board of Trustees.

Philanthropic Services:

- Develops and implements strategies to optimize services for donors to increase fundraising and improve donor engagement.
- Assists donors in developing their philanthropic strategy and grant making objectives.
- Identifies ways for donors to increase their impact by serving as a “matchmaker” to nonprofit organizations and community investment opportunities.
- Connects donors to the Foundation’s work, as well as the work of its partners through events, special funds, and other ways to give and engage.
- Develops unique and interesting ways to engage donors, such as educational events, speakers, thought-leadership pieces, strategic communications, etc.
- Serves as the relationship manager for a portfolio of donors.

Required Qualifications

- Bachelor’s degree or commensurate experience reflective of job responsibilities.
- 7+ years’ experience in nonprofit or foundation fund development work, or similar work requiring focus on fundraising and relationship management.
- Demonstrated success in building and leading teams.
- Track record of establishing relationships based on trust with a diverse spectrum of donors, professional advisors, and community leaders. Ability to quickly establish credibility with high-net-worth individuals.
- Proficient in financial and wealth planning strategies.
- Understanding of the various types of funds and their associated tax benefits.
- Excellent presentation skills, including public speaking and written communications.
- Exceptional attention to detail and strong time management/organizational skills.
- Ability to analyze and think critically.
- Ability to efficiently manage multiple projects and competing priorities.
- Ability to work in a fast-paced, team-oriented environment.

Personal Characteristics

- Committed to serve the community and the mission of the Foundation.
- Embrace the Foundation’s values, emphasizing servant leadership, positivity, and trust.
- An understanding of the balance between building long-term relationships, while driving near-term growth and philanthropic impact.
- An engaging personality, demonstrating warmth and compassion.
- A professional image, upbeat, positive, and enthusiastic.
- Display good judgment and decision-making skills; think independently and creatively.
- Be creative and entrepreneurial, with a willingness to embrace new approaches.
- Be a self-starter who is intrinsically motivated.
- Demonstrate unwavering integrity and an extraordinary commitment to confidentiality.

Compensation and Benefits

- Salary range for this position is \$100,000 to \$125,000.
- The Foundation offers a competitive benefits package including paid time off; eleven paid holidays; sick time; 401K program with employer contribution; medical, dental, vision insurance; health savings account with employer contribution; short- and long-term disability; and life insurance.