Job Title: Executive Director of Leadership Giving  
Reports to: Senior Vice-President of Development  
FLSA Status: Exempt  
Department: Development

Summary:  
The Executive Director of Leadership Giving oversees Major and Mid-Level Giving; Legacy Giving; and emerging fund-raising initiatives. The Executive Director sets and implements fundraising strategies; oversees and coaches the gift officers on the execution of a specific plan for donors in their portfolios; tracks gift officers’ performance against goals; and oversees event-planning for stewardship and cultivation of donors.

Essential Duties and Responsibilities:  

Major Gifts  
• Oversee and coach team of major gift officers as they execute their annual plan for each donor in their portfolio, moving donors through cultivation, solicitation, and stewardship.  
• Review and track gift officers’ fundraising strategies that will result in leadership level gifts (five figures plus) within twelve to eighteen months.  
• Incorporate fund-raising strategies for KRCC and Denverite into plans.  
• Achieve annual department revenue goal.

Mid-level Gifts  
• Oversee the mid-level gift officers as they identify donor interests and build relationships around donor interests to deepen the donors’ commitment to CPR with the goal to retain and/or upgrade their level of support.  
• Coach mid-level gift officers to identify and cultivate and upgrade those mid-level donors who have the capacity and readiness to become major donors to CPR.  
• Achieve mid-level revenue annual goal.  
• Incorporate fund-raising strategies for KRCC and Denverite into plans.

Legacy Giving  
• Oversee legacy giving recruitment initiatives, including communication strategies and on-boarding of new Legacy Circle Members  
• Oversee on-going communication and stewardship plans for members of the Legacy Circle.

Capital Gifts  
• Work with the Sr. VP of Development to create and implement Capital Campaign strategies.  
• Develop fund-raising strategy for foundations and individuals.  
• Participate in solicitations.  
• Write grants for capital support.

Budget  
• Develop and track annual department revenue goal.
• Develop and track annual department expense projections.
• Work with finance to ascertain direct and indirect costs of CPR departments and initiatives.

Grants
• Oversee foundation and grant initiatives, including communications with foundations, solicitation, and stewardship.
• Review and approve draft versions of grants.
• Work with CPR grants manager to ensure timeliness and to develop content for reports.
• Track and report on grant revenue

Events
• Oversee strategy for donor engagement events.
• Review and approve event strategies and tactics.
• Work with Leadership Giving staff to ensure events are designed, implemented, and managed to ensure the right audience, participants and strategic outcomes.

Fundraising Communication and Outreach
• Oversee suite of fundraising “Donor Impact” information sheets.
• Review and approve each information sheet.
• Oversee Leadership Giving staff in the development and creation of all donor offers.

Database management
• Oversee usage of Salesforce by SF specialist.
• Responsible to oversee and create best practices for workflow of donor data.
• Ensure data is accurate.

Organizational
• Attend and participate in regular CPR Leadership Team meetings
• Attend weekly staff meetings with team and support overall success of Leadership Giving team.
• Develop positive and cross – functional relationships with other CPR departments and CPR staff.
• Develop detailed knowledge of Colorado Public Radio and be able to speak with authority and passion about the organization and staff.

Core Competencies:

● Change/Adaptability/Flexibility: Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

● Communication: Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.

● Results Focus/Initiative: Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.

● Collaboration: Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members
and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

**Education and Experience Requirements:**

- Identification with the mission and purpose of Colorado Public Radio.
- Minimum of seven years fundraising experience that includes demonstrated success in securing six or seven figure gifts, as well as legacy gifts.
- Minimum of three years’ experience in managing fund-raising staff.
- Mastery of principles and techniques of successful fundraising as they pertain to the identification, cultivation, and stewardship of major donor prospects.
- Highly disciplined, organized and goal-oriented with the ability to manage multiple priorities in a fast-paced team.
- Self-starter driven to achieve results.
- Demonstrated verbal and written communication skills.
- Ability to manage high level confidential information with integrity and sensitivity.
- Hands-on knowledge of donor database systems.
- Salesforce experience preferred.
- Experience with Veritus ® systems preferred.
- Capital Campaign experience preferred.
- Creativity and a sense of humor a plus.