

## **Northwest Colorado Health Director of Philanthropy**

### **General Statement of Duties:**

The Director of Philanthropy is a key member of the leadership team responsible for developing and executing comprehensive fundraising strategies to support the mission and long-term sustainability of Northwest Colorado Health. This position oversees major gifts, planned giving, and donor relations, and works collaboratively across departments to cultivate a culture of philanthropy. The Director also leads the planning and execution of major fundraising campaigns and high-impact donor events that elevate visibility and drive revenue growth.

### **Supervision Received:**

Reports to the Chief Marketing and Development Officer.

### **Supervision Exercised:**

None.

### **Essential Functions:**

1. Responsible for the overall fundraising strategy and execution.
  - Develop and implement multi-year strategies to grow major gifts, legacy giving, and annual giving.
  - Conduct donor cultivation, solicitation, and stewardship to meet or exceed annual revenue goals.
  - Lead planning, execution, and evaluation of major fundraising campaigns (capital, endowment, or programmatic), including goal setting, prospect pipeline development, and stakeholder engagement.
  - Partner with the Chief Marketing and Development Officer to identify new revenue streams and strengthen philanthropic partnerships.
  - Monitor fundraising trends and donor behavior to inform and refine strategy.
  - Oversee donor data systems, ensuring accuracy, segmentation, and optimization in Bloomerang CRM.
  - Ensure effective tracking of donor activity and pipeline management.
  - Prepare regular fundraising reports, dashboards, and projections for leadership and board use
2. Responsible for donor engagement, stewardship and events.
  - Build and deepen relationships with donors through personalized engagement, resulting in philanthropic support.
  - Oversee the strategy and execution of signature donor events and cultivation gatherings, ensuring a high-quality donor experience that strengthens relationships and advances fundraising goals
  - Create and oversee tailored engagement plans for top-tier donors and prospects.

- Collaborate with the Director of Marketing to ensure donor communications, campaigns and events are effectively promoted and aligned with the organization's brand and mission
  - Lead donor recognition initiatives, including naming opportunities, events, and legacy society engagement.
  - Develop and implement tailored engagement and stewardship strategies to deepen relationships and inspire continued philanthropic support.
3. Serves as key leader, team member and collaborator.
- Serve as a resource and thought partner to leadership and program staff to align fundraising priorities with mission impact.
  - Collaborate with board members and fundraising committees to deepen donor relationships and open new networks.
  - Provide high-level oversight and direction for fundraising events, working closely with internal teams and external partners to ensure success.
  - Collaborate with Executive Coordinator to coordinate CEO's donor interactions.
  - Represent the organization at public events, cultivating relationships and partnerships with key stakeholders.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

**Education:**

High School Diploma required. Bachelor's degree in non-profit management, business administration, fundraising, marketing or related field preferred.

**Experience:**

Three years progressive development experience, including successful solicitation of major and planned gifts, five years preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.
3. Availability for occasional evening and weekend work required for donor meetings and events.

**Skills:**

1. Advanced computer skills.
2. Exceptional communication skills, both written and verbal.
3. Comfort with CRM systems and fundraising analytics
4. Proven ability to build strong, trust-based relationships with high-net-worth individuals and institutional funders

5. Strategic thinking with a focus on measurable outcomes
6. Strong relationship-building skills.
7. Proficiency in data-driven decision-making.

**Knowledge:**

1. Knowledge of marketing and fundraising programs.
2. Thorough understanding of philanthropy and foundation environment.
3. Knowledgeable and skilled in community education, public relations, fund development, and communication principles and practices.

**Abilities:**

1. Must be able to coordinate philanthropic needs of the agency.
2. Ability to develop and implement long range plans, business and development plans; and facilitates day to day operations.
4. Provides a donor-centric approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
5. Accepts responsibility as an agency team member with agency-wide purview and commitment to effective team functioning and results.

**Equipment:**

1. Daily use of telephone, copier, and other office equipment.

**Working Conditions:**

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_