Job Description (09/18)

Job Title: Leadership Giving Officer
Reports to: Director of Leadership Giving
FLSA Status: Exempt
Department: Development

Summary: CPR’s Leadership Giving Officer is a front-line fundraising professional responsible for the management of a portfolio of prospects with the giving potential of five figures or more. Relationships are developed around donor interests and organization priorities and include qualifying, cultivating, soliciting and stewarding prospects and donors. This person is highly disciplined, organized and goal oriented with demonstrated competencies in relationship building, information management, project support, donor research and verbal and written communication.

Responsibilities & Duties:

- Manage a portfolio of highly qualified donors for cultivation, solicitation and stewardship that results in leadership level gifts (five figures plus) within twelve to eighteen months.

- Create detailed moves management plans for prospects that will strengthen relationships and move them along the giving path towards greater engagement and philanthropy with CPR.

- Successfully solicit, retain and grow investments from leadership level donors.

- Support the Leadership Giving Department, including the Senior Vice President of Development and the President of CPR by providing information and opportunities, including:
  - summaries that serve as background for meetings and conversations with leadership donors and prospects;
  - activities and engagement tactics including, but not limited to events, tours, one-on-one meetings, President’s lunches and personal consultations.

Core Competencies:

- Change/Adaptability/Flexibility
  Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, and 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**
  Works 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.

**Knowledge & Competencies:**
• Identification with the mission and purpose of Colorado Public Radio.
• Demonstrated organizational skills managing a variety of activities efficiently and professionally.
• Hands-on knowledge of donor database systems.
• Demonstrated verbal and written communication skills.
• Ability to manage high level confidential information with integrity and sensitivity.
• Minimum of two years of fundraising experience that includes demonstrated success in securing five figure gifts and above.