

Foothills United Way
Boulder, Colorado
Director, Major and Leadership Giving

SUMMARY: Lead Foothills United Way's effort to create first-class Leadership Giving (\$1,000-9,999) and Major Giving (\$10k+) programs which promote, recognize and sustain growth in individual giving.

RESPONSIBILITIES:

Contributor Relations

- Identify, qualify, cultivate, steward and record donors and prospective donors, inside and outside of workplace campaigns, with the goal of FHUW soliciting and closing commitments at the major and leadership gift levels in support of organizational priorities.
- Build and manage a high-profile portfolio of leadership and major gift prospects and donors.
- Reporting: manage database and excel spreadsheets to produce reports for program management, volunteer review and use, and communications.
- Consistently document key conversations and other pertinent information in CRM database.
- Track and manage communications and maintain high quality data for electronic and posted mailings.
- Sustain annual support from Leadership and Tocqueville donors in portfolio.
- Provide consistent follow-up after events to secure commitments or move relationship forward.
- Manage Thank You communications for individual contributors
- Support mail campaigns for other individual contributors

Team

- Work with VPRD and CEO to ensure highest level stewardship plan for Leadership and Major contributors
- Establish strong relationships with department and organizational leaders, fundraising colleagues and volunteers.
- Regularly participate in Campaign donor strategy meetings.
- Participate in regular portfolio review with VPRD, CEO and others.
- Work with colleagues across the organization to develop customized giving proposals for key donors who may have an interest in funding a particular initiative.
- Participate in, and take a leadership role in other departmental and organizational opportunities and initiatives as requested.
- Participate in professional development opportunities that enhance role.

Structure

- Lead in the creation and execution of events designed to actively engage donors and prospects, and which cultivate and enhance relationships and the value of their gifts to United Way's mission and goals.
- Establish leadership giving recognition programs that promote and recognize gifts by category
- With Board approval, establish affinity groups that promote engagement with FHUW to include Women's Leadership and Young Leaders
- Assist in recruitment, training and support of volunteers.
- Maintain relationships with professional advisors with the goal of developing referrals.
- Maintain a working, sharable understanding of FHUW's direction, initiatives and progress

Send cover letter and resume' to careers@unitedwayfoothills.org

