



DIRECTOR OF PHILANTHROPY & COMMUNITY ENGAGEMENT

POSITION DESCRIPTION

The Director of Philanthropy & Community Engagement oversees the organization's fundraising solicitation and strategies in support of our mission to connect Coloradans to the charities and causes they care about most. This position plays a leadership role in resource development, community relationships, and communications strategy. In partnership with the Philanthropy & Community Engagement Manager, this two-person team develops and executes fundraising strategy and cultivates relationships and engagement with individual donors, foundations, corporate partners, and member nonprofits.

COMMUNITY SHARES OVERVIEW

Community Shares is Colorado's Community Giving Fund. We believe in shared progress and collectively building a more socially and racially just Colorado. We invest resources, build capacity, and elevate the work of Colorado based nonprofits working for social change and advancing social justice. We do this by connecting individuals, nonprofits, and employers through our community giving and workplace engagement programs to democratize philanthropy so it reflects our vital and vibrant community - both who is giving and where those dollars are designated. Our programs inspire accessible, meaningful, and transformational philanthropy through incremental giving options like payroll contributions and workplace engagement options like matching funds, employee volunteer incentives, and corporate giving strategies. Annually, we engage more than 250,000 employees across the state, encouraging them to give more than \$3 million annually to nonprofits working for social change in our community. In 2021, we celebrate 35 years of giving, collectively raising more than \$40 million for local investment in Colorado nonprofits. While our team is currently working remotely, our offices are located in the Colorado Collaborative for Nonprofits at 789 Sherman St. in Denver, Colorado. Learn more about our organization at www.cshares.org.

CORE RESPONSIBILITIES

Fundraising & Resource Development (65% of time)

The Director of Philanthropy & Community Engagement is responsible for contributed income supporting the mission and operations of the organization (approx \$310K) including a time-bound small capital campaign to invest in operating systems technology (approx \$150K). Annually lead creation and implementation of a comprehensive and measurable development plan to achieve organizational strategic goals. The organization's annual operating budget is approximately \$650K-\$700K which supports an annual philanthropic footprint of \$3M raised in the community through our Community Giving programs.

- **Strategic Resource Development** - work with the CEO to build organizational capacity. Develop new funding initiatives, lead solicitations, refine existing initiatives, expand earned revenue opportunities, and engage the board of directors and staff in fund development and community outreach. Develop accurate

projections and achievable stretch goals with ability to anticipate and adapt to evolving organization needs. Includes developing strategy and leading solicitation for Technology Fundraising Campaign.

- **Individual Fundraising** includes solicitation, strategy development, and implementation for all aspects of the identification, cultivation, engagement, and stewardship of relationships with new and existing individual donors; design and implement major gift and planned giving activities; lead fundraising communication efforts, activities, and strategy. Ensuring high-quality, donor-centric communication with Community Shares' stakeholders.
- **Partnerships, Sponsorships, and Grants** includes cultivation of new and existing corporate partners and funders; implementation of strategies to secure new and existing grants, sponsorships, and key partnerships; build and enhance relationships with local businesses and the Colorado foundation community; and lead grants process from research through writing, submission, and final reporting.
- **Program and Giving Fund Development** includes identifying growth opportunities for earned revenue streams including our Executive Learning Institute (ELI) nonprofit professional development support groups, member nonprofit benefits, and The Civic 50 Colorado.
- **Special Events and Key Meetings** includes directing goal setting and overall strategy and event execution for fundraising and donor cultivation events including Community Shares' major annual event - the Summer Celebration - secondary events, and organization business meetings.

Member Nonprofit Engagement (15% of time)

Our member nonprofits are key foundational partners in our vision of investing in a more vital and vibrant Colorado. The Philanthropy & Community Engagement team leads membership engagement.

- **Membership Strategy** – Strategize and foster value and benefit of nonprofit membership with Community Shares. The team leads organizational engagement with member nonprofit agencies, fosters member-led initiatives, and develops resources for nonprofits to best utilize the funds we raise on their behalf. Support cross-team collaborative efforts including annual application and recertification processes affirming compliance, membership excellence, and best practices. Strategic oversight of member-led committee that leads the growth of our membership. Remain up to date on issues affecting the economy, donor relations, and the nonprofit sector in order to further our focus on nonprofit sustainability.
- **Membership Service** – Guide development and delivery of quality member professional development and capacity building services with the support of Philanthropy & Community Engagement Manager with the goal of member nonprofit engagement. Includes strategic oversight and leadership of Executive Leadership Institute (ELI), Coffee Chat workshops, Summer Learning Series, and annual membership gathering with an eye to quality assurance and continuous improvement to meet member needs.

Communications & Marketing (10% of time)

Develop and lead organization's communications, brand, and marketing strategy in support of organizational strategic priorities and community engagement.

- **Strategic Communications & Marketing** - includes oversight of written and visual content for websites, social media platforms, e-communications, donor communications, newsletters, annual report, information pieces, event promotion, and public presentations.

- **Program Communication Alignment** – Guide program-specific and custom communication development to ensure alignment with organization-wide communication & marketing strategy, including storytelling and centering work of member nonprofits.

Organizational Leadership (10% of time)

The Director of Philanthropy & Community Engagement is a member of the organization leadership team supporting the strategic sustainability of our work and key initiatives.

- **Community Relations** - with CEO, represent Community Shares in the community; serve as a primary spokesperson for the organization and liaison on strategic internal and external committees, commissions, or partnerships.
- **Management and supervision** of one team member, the Philanthropy & Community Engagement Manager, and facilitate collaboration between organization teams.

Community Shares of Colorado actively supports a diverse fund of member nonprofits in the community working in support of a more just Colorado. We ensure causes like racial justice, immigrant rights, civil rights, reproductive justice, health equity, food justice, access to education & the arts, and wildlife & environmental conservation are all part of the dialogue in our community, in our philanthropy, and in our workplaces. The Director of Philanthropy & Community Engagement must be willing to positively and enthusiastically represent and fundraise on behalf of all represented nonprofits. The full list can be found at <http://www.cshares.org/our-nonprofits.html>

WE SEEK THE FOLLOWING TALENTS

- Passion for the art of fundraising, call time, and making the ask - with a drive to grow the organization into the future
- Demonstrated success in building strong, collaborative, and effective relationships on behalf of an organization
- Clear understanding of personal leadership style with a commitment to equity in the workplace and in service delivery
- Supervisory experience with demonstrated ability to lead with a professional development mindset
- Successful demonstrated experience both developing and executing fundraising and growth strategy to achieve results
- Proven experience effectively moving multiple strategic priorities forward simultaneously
- Adherence to high ethical standards in fundraising to ensure donor trust and transparency
- Commitment to continuous learning and improvement personally and professionally
- Enthusiasm and commitment to the mission, vision, and values of Community Shares

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Demonstrated professional success and history of advancement in nonprofit fundraising positions
- Five + years of demonstrated success and advancement in a professional setting, nonprofit sector preferred
- Proven leadership and staff management experience

- Demonstrated communications and brand management experience
- Proficient in virtual meeting technology including Zoom, Google Meet
- Proficient in Excel and other Microsoft programs, and familiarity with fundraising database systems (Access, Harness) and CRM software
- Familiarity with communication and design systems (Constant Contact, Weebly, Canva, Piktochart)

COMPENSATION & BENEFITS

Starting salary range \$50K - \$55K depending upon experience. Community Shares' current benefits package includes 100% employer paid health insurance, dental & vision; 403(b) retirement plan with employer match up to 3% of salary fully vested in year 3 of service; pre-tax Health Expense FSA; generous paid vacation, sick, and holiday leave; employee giving campaign & paid volunteer time-off; American Fundraising Professionals (AFP) Colorado Chapter membership; and dedicated professional development budget.

APPLICATION PROCEDURE

We are thrilled you are interested in applying for this position! Please email your resume and cover letter to jobs@cshares.org with the subject "[Your Name] - Director of Philanthropy & Community Engagement." In addition to expressing why you we should hire you for this position, please also address the following two questions in your cover letter:

1. Describe a successful fundraising campaign you designed and managed.
2. Tell me about the fundraising ask you have made in a previous role or as a volunteer that you are most proud of and why.

The position will remain open until filled, however interested candidates are encouraged to submit a resume by Friday, February 26, 2021. Qualified candidates will be interviewed as applications are received with a goal of hire by late March/early April 2021.

Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership. Community Shares of Colorado provides equal employment opportunities to all individuals based on qualifications related to the position and the ability to perform the job.