



Donor Relations Manager

**Colorado State University-Pueblo Foundation
Pueblo, CO**

The Colorado State University-Pueblo Foundation supports CSU-Pueblo in its private fundraising and charitable efforts for the purpose of supplementing and enhancing university programs, activities, and educational opportunities.

SUMMARY

The donor relations manager supports the core values of the CSU-Pueblo Foundation and assures quality services to all university and foundation constituents. This position manages relationships with current and prospective donors. The donor relations manager is expected to identify, qualify, cultivate, solicit, and steward donors, and alumni of CSU-Pueblo.

REPORTING STRUCTURE

The donor relations manager reports to the president/CEO of the CSU-Pueblo Foundation. She/he interfaces with campus departments and external university constituencies. He/She works closely with Foundation development and operations staff.

PRIMARY JOB DUTIES

Donor Management/Development (70%)

- Manage relationships with approximately 100 current and prospective donors and is expected to identify, qualify, cultivate, solicit and steward these very important alumnae and friends of CSU-Pueblo.
- Responsible for soliciting gifts of \$25,000 and higher.
- Retain and upgrade current donors.
- Works collaboratively with and in support of volunteers, other development and advancement staff, and other university representatives to cultivate and solicit donors for university-wide priorities.
- Monitors all contacts to ensure positive and purposeful prospect and donor relations.
- Track weekly totals of hard contacts and soft contacts with prospect list and moves management.

- Create monthly reports as required that accurately reflect caseload activity and performance.
- Must be a highly-energetic professional with a track record of building donor relationships with the ability to close gifts with a value of \$100,000 or more.
- Participate in all aspects of the gift cycle:
 - Initiate contacts with potential leadership and major gift donors.
 - Develop appropriate cultivation strategies for them, including working with volunteers.
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure.
 - Make solicitations when appropriate.
 - Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors

Other Duties as Assigned (30%)

- Recommend and assist with programming involving the CSU-Pueblo President, CSU-Pueblo Foundation President/CEO, other CSU-Pueblo vice presidents, and campaign volunteer leaders.
- Report progress quarterly to CSU-Pueblo Foundation Board of Trustees.
- Attend University, community, and state-wide events on behalf of the CSU-Pueblo Foundation.
- Work collaboratively with university and foundation staff. Offer prospect strategy counsel to the president, vice president, development and advancement staff who are managing other prospects. Be a resource for development/advancement staff, from identifying potential volunteer connections to knowing about meeting and event spaces in key locations.
- Focus on securing support for a set of campus-wide priorities that include academic programs such as the sciences, endowed chairs, scholarships, unrestricted support, facility renovations, new facilities, and campus improvements. Provide counsel to the foundation president/CEO on outreach programming.
- Undertake special assignments on behalf of the foundation as requested.
- Must be willing to travel.

Qualifications:

The successful candidate will be an individual who believes in the mission of Colorado State University-Pueblo, willing to establish communication with current and new donors, is results- and people-oriented, and possesses a strong work ethic and superb attention to detail. The candidate will also have proven communication skills with an ability to write and speak persuasively about the role of educational philanthropy. Some night and weekend work and travel are required.

Required:

- Bachelor's Degree
- Ability to communicate clearly in both written and verbal correspondence
- Leadership experience
- Proficiency in Microsoft Word, Excel and PowerPoint

Preferred:

- Ability to build new relationships and enhance established relationships with donors and constituents
- Proven and demonstrated ability to cultivate, solicit, and steward major gifts of \$25,000 and above.
- Development of move management processes in donor cultivation cycle
- Knowledge of planned giving techniques and vehicles

To Apply

Mail cover letter, resume, and three professional references to
CSU-Pueblo Foundation

Attn: Nick Potter

2200 Bonforte Blvd. Pueblo, CO 81001

719-549-2442

Or email nick.potter@csupueblo.edu

Salary range \$45,000-55,000 plus bonus eligibility and benefits.