



Colorado Public Radio Job Description (01/18)

Job Title: Leadership Giving Associate
Reports to: Director of Leadership Giving
FLSA Status: Full time, Non-exempt
Department: Development

Summary: The Leadership Giving Associate is responsible for providing detailed administrative support to the Leadership Giving team. This person is highly disciplined, organized and goal oriented with demonstrated competencies in database and information management, project support, event planning, donor research and verbal and written communication.

Essential Duties and Responsibilities:

- Working closely with the Leadership Giving team, support identification, cultivation and stewardship activities that strengthen long-term relationship with donors including:
 - Generate all portfolio donor mail including annual gifts, lapsed, additional gifts, gift acknowledgements, direct response email, monthly renewals and special campaigns.
 - Pro-active research of current and prospective donors utilizing Wealth Engine and other available sources.
 - Manage portfolio records to include gift entry, surveys, agreements, notifications and other related correspondence.
 - Insure donor record reliability through ongoing database maintenance including corrections/adjustments as needed.
- Using CPR's donor database, competently perform all related tasks including:
 - Gift entry and processing for Leadership Giving Department donors.
 - Support the Legacy Circle Program with date entry.
 - Data entry and records management for Leadership Giving Portfolio donors.
 - Maintain accuracy of Portfolio lists.
 - Collaborate with Membership Data Systems Manager to implement/import data overlays from outside vendors such as wealth screenings.
 - Develop proficiencies in donor database to provide daily, weekly and monthly reporting needed by Leadership Giving Department.
- Organize donor events and receptions (minimum of 4 times annually). Work with multiple internal departments and outside vendors to plan, coordinate and execute.
- Provide support for meetings and lunches with donors, including production of materials and presentations, meeting set-up including food & beverages if appropriate, other related activities as requested.
- Provide support for CPR's President and Sr Vice President, Development, including but not limited to scheduling meetings, production of materials, meeting set-up, and other related activities as requested.
- Manage all Leadership Giving Department administrative needs such as stationary, collateral, birthday and notecards, postage, etc.
- Assist with grant research, preparation and documentation.



- Support Sr Vice President, Development with staff giving, including notification when renewals are due, creating thank you letters and notating in database.

Core Competencies:

- **Change/Adaptability/Flexibility:** Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, 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:** Working 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.
- Proficiency in Excel required.
- Hands-on knowledge of donor database systems strongly preferred.
- Demonstrated verbal and written communication skills.
- Ability to manage high level confidential information with integrity and sensitivity.
- Experience in providing administrative support for multiple specific projects simultaneously.
- Experience in event planning and coordination preferred.
- Demonstrated success in a high level administrative support role.

Application Requirements

To apply please submit a cover letter, resume, three professional references and salary expectations to hr@cpr.org. Competitive salary and benefits. No phone calls or drop ins please.