

Position Profile

Job title: Manager/Director of Corporate Donor Relations

Reports to: Executive Director

Organization Overview

The Denver Public Library Friends Foundation is the supporting foundation for Denver Public Library. Denver Public Library's mission is to connect people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community. Denver Public Library (Library) has a budget of +\$45 million, 26-branches, and employs over 750 staff. The Library has over 4 million in-person visits annually, making it the most visited cultural attraction in Denver.

The mission of the Denver Public Library Friends Foundation (Friends Foundation or Foundation) is to enrich our community by building support and raising money to enhance the Library's programs and services. The Friends Foundation has approximately \$10 million in assets, a \$2 million annual budget, currently employs 7 staff (including this position), and utilizes numerous volunteers. Key Foundation activities include: fundraising, membership, book sales, events, endowment management and distribution, and advocacy. The Foundation is a 501(c)(3) organization which traces its roots to 1940, and is governed by a 20-member Board of Trustees.

Position Overview

The Manager/Director of Donor Relations position has a portfolio of approximately 100 donors and prospects, most of which are corporations or Foundations, and is expected to raise over \$500K annually.

Specific responsibilities and duties include:

- Learning the offerings and staying current with offerings of the Library and the Foundation where philanthropic, sponsorship, and/or event support is sought.
- Developing an understanding of the philanthropic, sponsorship, and event desires of donors and prospects in portfolio.
- Playing a key role in capital/principal gift fundraising on an ongoing basis.
- Developing moves management plans for key donors and prospects.
- Writing, calling, and meeting in-person with donors and prospects in portfolio throughout the identification, discovery, cultivation, ask, and steward development cycle.
- Documenting activity in the donor data base (currently Blackbaud Raiser's Edge NXT).
- Contributing as a team member to the development and execution of the Foundation annual operating plan.
- In conjunction with other Foundation and Library staff, developing and/or assisting in the development of collateral to be offered to donors and prospects, including capital/principal, program, and event material.
- Developing and delivering benefits to donors based on the stewardship plan which is based on gift or sponsorship type and level.
- Engaging other Friends Foundation and Library staff members, trustees and volunteers in fundraising efforts as appropriate and necessary.

- Working with the Board of Trustees, the Development Committee, and the Booklovers Ball Committee to attain annual and longer term growth goals.
- Wearing a variety of hats related to the operation of the Foundation, including participation in event, book sales, and membership activities.
- Representing the Foundation and the Library so that others view the organizations positively.

Background, Education and Experience sought:

- A Bachelor's or higher level degree.
- 5 or more years of experience related to the responsibilities and duties described above.
- Strong speaking, writing, and listening communications skills.
- Proficiency with a donor data base.
- The ability to discover donor desires and to ask based on those desires.
- A sense of urgency.
- A track record that includes raising \$500K or more from corporate donors on an annual basis.
- Experience with capital, event, sponsorship, and program focused corporate fundraising.
- Excellent written, listening, and verbal communication skills.
- Excellent relationship building skills with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- The ability to appropriately handle multiple priorities and deadlines.
- The ability and desire to work as an individual contributor, as a team member, and/or as a team leader depending upon the project and situation.
- An interest and/or affiliation with the library field and the missions of the Library and Foundation missions.

This is an outstanding opportunity to join one of Denver's leading cultural organizations.

For questions, to apply, or for more information contact:

Jeff Riley

Executive Director

Denver Public Library Friends Foundation

jriley@denverlibrary.org.