

A library outranks any other one thing a community can do to benefit its people.

-Andrew Carnegie

## Position Profile

**Role:** Development Leader - Corporate Giving

## Organization Overview

The Denver Public Library Friends Foundation (“Foundation”) is the supporting foundation for Denver Public Library (“Library”). The Library’s vision is *a strong community where everyone thrives*, and its mission is to *create welcoming spaces where all are free to explore and connect*. The Library has a budget of ≈ \$55 million, 27 branches, and employs over 500 staff. The Library is Denver’s most visited cultural attraction, hosting millions of in-person visits every year. It also provides a wealth of virtual/remote programs, services, and resources to help customers grow personally and professionally.

Founded in 1940, the Foundation *enriches our community by building support and raising money for the Library’s programs and services*. The Foundation has ≈ \$10 million in assets, a \$2 million annual expense budget, has nine staff, and utilizes numerous volunteers. Key foundation activities include: direct fundraising from individuals, corporations, and foundations; membership; book sales; events; endowment management; and advocacy. The Foundation is a registered 501(c)3 organization governed by an independent, 20-member Board of Trustees.

The DPL Friends Foundation is committed to equity, diversity, and inclusion (EDI). The Foundation does not discriminate based on age, sex, gender, gender identification, race, ethnicity, national origin, veteran status, marital status, parental status, or religion. The Foundation supports the library’s EDI work, and ALL qualified candidates are encouraged to apply.

*This role could be at a lower or higher level depending upon background, experience, and desires. The information below outlines the range of responsibilities, duties, background desired, and compensation related to this role. The title will be determined based on the level of the successful candidate.*

This is an excellent opportunity to join a high-performing team supporting an important cultural organization. The Foundation offers flexibility regarding work location and work hours. This is an opportunity to work with leading and sophisticated donors on important community-building work and has a career path for greater responsibility if that is desired. Background in B2B sales can be considered as well as work in the nonprofit sector.

## Duties and Responsibilities

The Development Leader - Corporate Giving has two primary responsibilities:

1. Planning for and achieving or exceeding annual revenue & activity goals from an assigned portfolio of corporate/organizational constituents.

2. Working as an individual contributor, team member, and team leader (depending on the project or situation) to help the Foundation achieve short-, medium-, and long-term goals.

*Additional Responsibilities: Depending on background and experience, the Development Leader - Corporate Giving could have broader responsibility for other development functions, including external foundation relations and events.*

Responsibilities and duties related to - planning for and achieving or exceeding annual revenue and activity goals - include:

- Cultivating, soliciting, and stewarding donors/prospects in-portfolio to achieve or exceed annual revenue targets. Essential to this is event sponsorship for the annual gala and program support funding.
- 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 stewardship development cycle.
- Inviting Board and Committee members, library staff, and other Foundation staff to assist with donor interaction throughout the development cycle.
- Offering a range of opportunities to donors and prospects that match their interests in the Library. These opportunities may be restricted or unrestricted funding and include event sponsorships, program sponsorships, annual gifts, multi-year gifts, and/or capital gifts.
- Evaluating and renewing the portfolio on an as-needed basis.
- Documenting activity with donors and prospects in the Foundation's donor database.

Responsibilities and duties related to - working as an individual contributor, team member, and team leader to help the Foundation achieve short-, medium-, and long-term goals - include:

- Assisting in developing and implementing the Foundation's annual operations plan & budget.
- Developing and delivering reports to track progress toward goals.
- Joining other Foundation and Library staff on in-person donor and prospect meetings.
- Staying current on the Library's programs & services, along with the Foundation's practices, in order to accurately represent opportunities to, and build comprehensive relationships with, donors and prospects.
- In conjunction with other staff:
  - developing and/or assisting in the development of collateral to be offered to donors and prospects;
  - developing and/or assisting in the development and execution of events; and,
  - advising on overall development, marketing, event, and other strategies.
- Attending and participating in library and Foundation events to advance the cause of the library and Foundation.
- Representing the Foundation and the Library so that others view the organizations positively.
- Enhancing the team experience so that the overall performance goals of the foundation are achieved.

Responsibilities and duties related to - broader responsibilities for other development functions - may include:

- Serving as the DPLFF staff lead for the 15-person volunteer Development and Events committee.
- Achieving or exceeding event experience, revenue, expense, and net goals through planning and execution on own, with other DPLFF staff, and volunteers. Current events include the annual gala, a summer picnic, and other smaller revenue-producing and stewardship events.
- Partnering with library staff on external foundation-related work. This includes engaging with external foundation leaders in relationship building; and reviewing grant requests and reports done by library staff.

### **Compensation**

The Foundation offers a competitive and comprehensive compensation and benefits package. The annual salary range for this role is \$60K to \$80K. *The actual salary could be more or less than this range based on experience and background related to the primary and, if applicable, additional responsibilities.*

The Foundation covers a majority of medical and dental premiums for both employee and dependent coverage with several options from which to choose. Other benefits include: a retirement plan contribution; PTO; holidays; and, fully paid life insurance, short & long-term disability, and ad&d coverage.

### **Background Sought**

The credentials, experience, and personal characteristics necessary to perform the job are:

- 5 or more years of experience related to the primary responsibilities and duties described above.
- A Bachelor's or higher-level academic degree.
- A track record that includes raising \$350,000 or more from corporate donors on an annual basis.
- Experience with annual, multi-year, capital, event, and program-focused corporate fundraising.
- Demonstrated ability to discover donors' philanthropic desires and objectives and craft requests that reflect them.
- The ability to prioritize and manage multiple projects on budget, on time, and so desired outcomes are achieved.
- 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.
- A passion, interest, and/or affiliation with the library field.
- Proficiency with a donor database, preferably Raiser's Edge NXT.
- A sense of urgency.

To apply, please submit a resume and cover letter to:

[friends@denverlibrary.org](mailto:friends@denverlibrary.org)

This position will remain open until filled.  
This Position Profile can be changed at any time for any reason.