

The only thing that you absolutely have to know, is the location of the library.

-Albert Einstein

Position Profile

Role: Development Leader - Individual 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) and supports the library’s EDI work. The Foundation does not discriminate based on age, sex, gender, gender identification, race, ethnicity, national origin, veteran status, marital status, parental status, or religion. ALL qualified candidates are encouraged to apply.

This role could be at a lower or higher level depending upon background, experience, and desires; and could have responsibility for all development activity. 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.

Duties and Responsibilities

The Development Leader – Individual Giving is a producer/manager role with three primary responsibilities:

1. Planning for and executing plans so that desired goals are achieved or exceeded in:
 - Membership and Annual Giving,

- Major Giving, and
 - Planned Giving.
2. Achieving or exceeding annual revenue & activity goals from an assigned personal portfolio of individual constituents.
 3. 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 - Individual Giving could have broader responsibility for other development functions including corporate giving, foundation relations, and events.

Responsibilities and duties related to Membership and Annual Giving include:

- Supervising the Membership and Database Manager so that Membership, Annual Giving, and database goals are met or exceeded. This includes ensuring that:
 - Membership renewal and acquisition activities occur to achieve revenue, expense, and stewardship goals.
 - Direct mail activity occurs to renew and acquire donations to achieve revenue, expense, and stewardship goals.
 - Other annual gifts (Memorial and Tribute Giving, unsolicited, etc.) are managed to achieve acknowledgment and stewardship goals.
 - The database system is maintained and enhanced so that the business and reporting needs of the Foundation are met.

Responsibilities and duties related to Major Giving include:

- Cultivating, soliciting, and stewarding donors/prospects in-portfolio to achieve or exceed annual revenue targets.
- 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 annual gifts, multi-year gifts, capital gifts, planned gifts, sponsorships, and program support.
- 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 Planned Giving include:

- Identifying in-portfolio planned giving prospects and submitting proposals to achieve annual planned-giving commitment goals.
- Planning and ensuring the execution of at least one planned giving focused event annually.
- Stewarding planned giving donors to ensure retention.

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 the development and implementation of 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, and the Foundation's practices, 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 goals of the foundation are achieved.

Additional Responsibilities and duties related to - *broader responsibility for other development functions* - may include:

- Management and leadership of the corporate giving, foundation relations, and events functions of the Foundation.
- Serving as the DPLFF staff lead for the 15-person volunteer Development and Events committee.
- Serving as the staff lead with staff and volunteers for membership, capital, comprehensive, and major/principal giving campaigns as such efforts might occur.

Compensation

The Foundation offers a competitive and comprehensive compensation and benefits package. The salary range for this role is \$70K to \$115K. 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 responsibilities and duties described above.
- A Bachelor's or higher-level academic degree.
- A track record that includes raising \$350,000 or more from individual donors on an annual basis.
- Experience with annual, multiple-year, capital, event, and program-focused individual 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 that 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

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