



# Mile High United Way CAREERS

## **Mile High United Way Manager, Major Gifts**

### **Organization Profile**

Working side-by-side with the community, Mile High United Way takes on the biggest, most complex issues facing Metro Denver. Our united approach changes the odds for the children, families, and individuals in our community, and moves them out of poverty. We do this because we believe every child has the right to a safe and stimulating place to learn, and that when every youth in Metro Denver graduates prepared for a career or college, our community is stronger. We also know that when people don't have their most basic needs met, longer-term goals, like finding financial stability, are out of reach. And when we work together, we make a lasting, sustainable impact on our community.

### **Position Concept**

Mile High United Way has an opening for a Manager, Major Gifts on our Resource Development Team. This position is responsible for directing donor cultivation, engagement, solicitation, stewardship, and prospecting of major gifts (\$10,000) in support of Mile High United Way's fundraising efforts.

### **Essential Responsibilities**

- Develops, cultivates and maintains major gift donor relationships within the assigned portfolio of Tocqueville members (Average portfolio size of donors and prospects is 125)
- Creates a donor cultivation strategy for all prospects and donors in assigned portfolio
- Implements annual and long-range plans for major giving target markets to increase giving and levels of participation
- Works with staff to identify Tocqueville prospects through direct donor gifts or workplace campaigns
- Implements and manages donor recognition for donors in the portfolio with support from Resource Development staff

### **Qualifications**

#### EDUCATION:

- Bachelor's Degree in humanities, business, finance, or equivalent experience

#### EXPERIENCE:

- 3 -5 years successful experience in fundraising, management, and one-on-one solicitation. Proven solicitation experience of gifts \$10,000 and higher and experience closing multi-year gifts preferred.
- Demonstrated volunteer management experience at high levels of an organization
- Additional successful experience in funds development including, proposal writing, prospect research, volunteer management, annual individual giving campaigns, capital campaigns, donor cultivation, recognition

**SPECIAL SKILLS/KNOWLEDGE:**

- Excellent fundraising skills
- Ability to manage multiple priorities
- Ability to set and achieve short and long-term goals
- Ability to manage and motivate executive level volunteers to achieve fundraising and organizational goals
- High degree of personal responsibility and integrity
- Must be able to identify and access long range giving potential
- Demonstrated skills in the areas of administration, project management, and volunteer program development
- Prefer knowledge of community volunteer base knowledge of community's network of affluent families and private foundations
- Excellent verbal and written communications skills
- Must work well under pressure, be flexible, creative, enthusiastic, and knowledgeable of the community and possess a high energy level
- Professionally supportive of corporate missions, policies, staff etc.

**Note**

This job posting is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

TO APPLY – SUBMIT RESUME/COVER LETTER TO: [resumes@unitedwaydenver.org](mailto:resumes@unitedwaydenver.org) with Manager, Major Gifts as the subject line.

Mile High United Way is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law.

We will endeavor to make reasonable accommodations for otherwise qualified applicants who have disabilities which hinder their ability to complete the application process. Please contact us to request accommodation in the application process.

We use e-Verify to verify the identity and employment eligibility of all persons hired to work.



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