

Development Manager - Donor Engagement Position Description

Description

The Davis Phinney Foundation for Parkinson's is a dynamic, national nonprofit organization headquartered in Colorado. Our mission is to help people with Parkinson's live well today. We envision a world where Parkinson's well-being is essential to the health of the community and where all people with Parkinson's have access to resources and information needed to live well. We inform and inspire hundreds of thousands of people living with Parkinson's around the world each year. Our working environment is fast paced and fun.

As a nonprofit organization with an annual budget of approximately \$3 million, the Davis Phinney Foundation relies on private, philanthropic, and corporate support to make a difference in the lives of individuals affected by Parkinson's.

Location—Louisville, CO This role can be performed in the office, hybrid, or fully remote

Hours of Work: Full Time

Reports to: Director of Development

About the Position

As part of the Development team, the Development Manager—Donor Engagement will drive the effort to secure and sustain major gifts from individuals, family foundations, and other philanthropic sources to reach current annual goals. This role will develop and implement strategies for identifying major gift prospects, research donors and prospects, and support annual, planned, and estate giving. The person in this role will also develop and conduct donor-centered stewardship plans, donor meetings and gatherings (virtual and in-person) building relationships, soliciting feedback, creating connections with the community, and so much more.

This role is accountable for:

- Revenue generation
- Donor engagement
- Estate and planned giving
- Family Foundation and donor advised fund giving
- Grant seeking and management
- Other sources of significant support

Day to day, this is what that looks like...

Develop and manage formalized individual giving programs and campaigns, designed to generate charitable giving from assigned donor types and segments. (40%)

- Recruit, cultivate, and solicit donors with an interest in our mission
- Track progress closely to ensure that targets are met, and strategies are re-examined when necessary to ensure the achievement of goals
- Utilize the database to uncover prospects; review donor lists; and use other strategies and database resources to identify new potential major donors
- Conduct prospect research sufficient to confirm major donor capacity
- Analyze and segment the existing donor base to target communications and outreach

Research and conduct activities to engage donors and prospects to build relationships, retain donors, and have gift conversations to inspire higher levels of support (30%)

- Run reports and analyses based on wealth ratings, gift capacity, giving history, and other criteria as needed.
- Create donor stewardship plans and conduct or organize solicitation meetings
- Coordinate moves management activities. Participate alongside directors and board members in building relationships and having gift conversations with major donors or high net worth individuals
- Track all activities in Raiser's Edge database

Manage the Foundation's estate and planned giving program including outreach and stewardship of bequest donors and other planned giving vehicles. (10%)

- *Provide stewardship to Legacy Society members and develop strategies to increase planned giving.*
- *Collaborate to tell donor stories and communicate the benefits of planned giving.*
- *Work with planned giving vendor (Freewill) to form strategy and implement best practices*
- *Support the creation of content and stewardship plans that inspires planned gifts and donor engagement in their lifetime*

Manage and grow relationships with family foundations and donors with donor advised funds (10%)

- *Manage a portfolio of family foundation and DAF donors*
- *Provide timely reports proposals or other cultivation, stewardship, and solicitation activities.*
- *Collaborate to tell donor stories or support the creation of content and stewardship[that drives and inspires foundation, DAF, and other major gifts.*

Manage grant-seeking, grant writing, or other revenue generation activities (10%)

- Be opportunistic to identify potential sources of funding through data mining, research, and collaboration across departments
- Write Letters of Introduction and other cultivation/solicitation materials
- Manage proposals or applications for invited grants or high potential grants
- Collaborate with other program staff to develop proposals and align the Foundation's program objectives with donors' philanthropic or grant objectives.

General Responsibilities

- Some domestic travel with allowed travel expenses to be covered by the Foundation.
- Support the improvement and innovation of all aspects of the Foundation's development efforts
- Support and build the Foundation's reputation as a leading resource for living well with Parkinson's
- Support the Foundation's Diversity & Inclusion initiative through thoughtful outreach, practices of cultural humility, and the inclusion of diverse leaders
- Assist in other activities on behalf of the Foundation

Qualifications

Professional experience and the skill set of top candidates will include:

- A minimum of 3 years' experience, including successful development efforts (bachelor's degree or equivalent experience required)
- Experience with healthcare organizations and some knowledge of Parkinson's highly desired
- Proven record of accomplishment in helping achieve over \$1,000,000 in annual revenue
- Experience with creating or managing major gift programs
- Ability to prospect, cultivate, and manage donor relationships
- Excellent verbal communication skills and demonstrated ability to write clearly, persuasively, and accurately
- Experience building trust and rapport with volunteer leaders and board members, effectively inspiring and supporting new levels of engagement with fundraising activities
- A positive and authentic approach to relationship-building that is motivated by the Foundation's mission and a genuine investment in improving the lives of individuals impacted by Parkinson's
- A highly motivated individual with the proven ability to plan and execute fundraising initiatives independently
- Willingness to abide by basic professional fundraising ethics and principles, as defined by the Association of Fundraising Professionals
- Experience with Raiser's Edge or other donor management systems
- Ability to travel up to 15% of the time

Salary

Salary range is between \$46,000 - \$58,000, commensurate with experience, plus paid vacation, sick time, retirement, and health insurance benefits.

To Apply

Please submit your resume and cover letter to jobs@davisphinneyfoundation.org with your full name and "Development Manager-Donor Engagement" in the subject line. In your cover letter, please explain why you are interested in this specific role at the Davis Phinney Foundation and why you would be a great fit for the position. Applications will be considered on a rolling basis until the position is filled. To read the formal job description, download [here](#)

The Davis Phinney Foundation is an equal opportunity employer. We are committed to building an organization representing a variety of perspectives, skills, and most importantly people.