



Project Angel Heart seeks Director of Development

Come join one of Colorado's most loved community organizations and be part of a team that is changing the lives of thousands of people living with severe illness!

Project Angel Heart is expanding in Colorado, and we need a savvy Director of Development who will work in concert with the VP of Development and the CEO to develop and execute various fundraising strategies and manage a robust calendar of donor engagement campaigns throughout the year. Our high-energy, friendly culture is focused on diversity, equity and inclusion and we welcome dynamic candidates with a focus on individual donor expertise.

About Project Angel Heart:

Project Angel Heart delivers nutritious meals to improve quality of life, at no cost, for those coping with serious illness. The organization will deliver an estimated 620,000 meals this year to more than 4,000 people.

Project Angel Heart has a broad and strong individual donor base with more than 7,000 annual, individual donors as well as hundreds of corporate and foundation donors that comprise its annual operating budget of \$6M. Project Angel Heart's fundraising programs have enormous opportunities for further growth in line with Project Angel Heart's ambitions for expanded service.

Position Overview:

The Director of Development will help Project Angel Heart achieve significant growth by directly overseeing individual donor strategy and planning, focusing on retention and upgrading of individual donors at all levels as well as acquisition of new donors. This includes strategy and campaigns focused on sustaining gifts, workplace giving, and planned gifts. The Development Director will maintain and grow their own portfolio of individual donors, with the responsibility of cultivating, soliciting, upgrading, and stewarding these donors through personal interaction. In addition, this role will spearhead the regional fundraising efforts of the Pike's Peak office, in collaboration with our regional development officer and ensure the integrity of our donor database in collaboration with our database administrator.

Amount of Time and Status: Full-time, exempt position with occasional evenings and weekends

Reports to: Vice President of Development

Supervises: Development Assistant, Database Administrator, and Pikes Peak Development Officer.

Compensation:

Project Angel Heart offers a competitive salary of \$75,000-\$90,000 (based on experience) in addition to comprehensive health insurance options from both Aetna and Kaiser Permanente (vision and dental as well), short and long-term disability insurance. We offer a generous paid time off program, parental leave, and a sabbatical program, in addition to wellness and meal benefits. A matching retirement fund is available after one year of employment.

Essential Duties/Responsibilities Include:

6/13/22

- Develop, implement and lead a comprehensive fundraising strategy for individual donors including direct mail appeals, email campaigns, sustaining gifts, tributes/memorials, and other individual giving streams
- Ability to analyze a multi-faceted fundraising program for strategic development and growth
- Creates strategy for cultivating and stewarding Project Angel Heart's major donors through the agency's three donation level-based giving clubs (Red Apron Circle, Chef's Circle, and Executive Chef's Circle) with the goal of increasing retention and recruitment
- Manages the recurring donor giving club's (Bread & Butter Club) retention and recruitment activities, including developing and executing strategies for upgrading, coordinating recognition programs, and overseeing acknowledgements
- Manages planned giving efforts including the recruitment, stewardship and acknowledgement of Legacy Circle members
- Identifies, stewards, and grows a portfolio of major gift donors and prospects, utilizing a moves management approach
- Prepares individualized proposals and impact reports for major donors
- Designs and produces general fund appeals in coordination with the Director of Marketing and Communication, and conducts appropriate analysis and reporting
- Ensures appropriate acknowledgement of annual and recurring donors
- Supervises:
 - Database Administrator and oversees organization's donor-related database and reporting systems
 - Development Assistant with a focus on daily donation management, donor acknowledgement, and multi-faceted team project support
 - Pikes Peak Development Officer and the fundraising revenue budget assigned to the that region

Required Qualifications and Experience:

- 5+ years of nonprofit fundraising experience required with an emphasis in individual giving, major gift experience is preferred
- Goal-oriented, with a high level of energy, enthusiasm, and dedication
- Exceptional written and verbal skills as well as listening, problem-solving, relationship-building, communications, public speaking, as well as time and information management
- Ability to prioritize and perform multiple tasks with urgency
- Exceptional reliability, organization, and detail-oriented
- Comfortable in a high demand, results-based environment
- Ability to maintain and honor confidential information
- Willingness and ability to work with and honor diverse populations
- Undergraduate degree from an accredited educational institution or equivalent experience
- Proficient in using a fundraising database, with Raiser's Edge experience necessary
- High level of proficiency in Microsoft Word, Excel, and PowerPoint
- Valid Colorado driver's license and own transportation

Working Environment/Physical Activities:

Work environment is an office setting. Physical activities include sitting at a desk and working on a keyboard and computer several hours a day; conducting business over the telephone; using a fax and copy machine. Also requires driving a vehicle on an as-needed basis, moving agency materials up to 45 pounds, and moving materials up to 45 pounds in and out of vehicle. Event-related work involves long hours standing while directing volunteers and interfacing with volunteers, guests, and donors. This position requires the ability to enunciate clearly and interface professionally with the public.

Application Procedure:

Qualified candidates should submit resume and cover letter via e-mail only to The Tennison Group, Attn: John DellaSalle (jdellasalle@tennisongrp.com). Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, age, among other areas. Candidates who bring such diversity are encouraged to apply.

Note: Effective 9/20/2021, Project Angel Heart requires all staff to be vaccinated against COVID19. Applicants will be asked to provide proof of vaccination.