STATE OF COLORADO invites applications for the position of:

Chief Philanthropy & Membership Officer

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver, CO 80203

SALARY: $105,000.00 - $115,000.00 Annually

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 02/28/20

CLOSING DATE: 03/20/20 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

- Strong, secure, yet flexible retirement benefits including a PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans
- Medical and dental health plans
- Employer supplemented Health Savings Account
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month
- Free RTD EcoPass (Denver Metro locations)
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules, training and more
HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

This is a unique opportunity for an energetic, committed team leader for our philanthropy and membership department. This is not your typical Philanthropy and Membership position because the best candidate will join an established, experienced and successful fundraising team. The Chief Philanthropy and Membership Officer will report directly to the Executive Director and serves as a leadership team member and an active participant in making strategic decisions affecting History Colorado. This is a visionary position that will build on the active, strong development program in place. The successful candidate will influence the process of identifying and researching potential sources of membership, major and annual gift support base.

A major focus in the first year is for the Chief Philanthropy & Membership Officer to work with the current membership team to expand and implement membership growth at History Colorado Center.

**Management of Fundraising Team**

- Management and mentorship of three philanthropy professionals, one data manager and two membership professionals.
- Will be responsible for meeting aggressive financial goals through management of philanthropy and membership team.
- Collaborate with the Chief Operating Officer (COO) and Chief Administrative Officer (CAO) to forecast revenue expectations to implement History Colorado's financial strategy.
- Actively work with the philanthropy team and senior staff to build on proactive outreach to identify and inspire new individual, corporate, foundation, government grants, and membership partners.
- Oversee donor and member research with foresight to position History Colorado ahead of major funding changes and stay on top of fundraising and membership growth trends.
- Monitor all donor information; provide and present statistical analysis to board and senior leaders.
- Motivate and mentor junior philanthropic staff and set tone by demonstrating a pleasant, engaging, donor-oriented attitude.

**Membership growth**

- Lead the vision, direction and operations of an innovative 21st century History museum membership program.
- Manage the strategy, planning, administration, implementation and tracking of all membership efforts; this includes developing a robust event and cultivation program as well as marketing campaigns for membership acquisition, retention, and upgrades to maximize financial support and engagement.
- Work with the Marketing and Communication teams to create customized approaches for various membership segments while ensuring member communication aligns with institutional messages and that institutional messaging incorporates tailored messaging for members.

**Project management**

- Manage the development and execution of estate gifts, fundraising proposals; write and archive proposals with a long-term relationship-management approach.
- Develop and monitor department budget.
- Develop and implement staff performance plans.
• Identify and develop new programs to meet overall organization goal of engaging 1 million people by 2025.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

• Must possess a BA or BS degree
• Seven years of Philanthropy and Membership experience

A successful candidate should demonstrate the following traits:

• Highly motivated, action oriented
• Strong experience in growing programming
• Dynamic leader

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position.

Resumes will not be accepted in lieu of a completed application, but may be used to supplement information to the application. Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

SUPPLEMENTAL INFORMATION:
The History Colorado is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:
Online is the preferred method of applying for this position.

DEPARTMENT CONTACT INFORMATION:
Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.colorado.gov/jobs

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.