



STATE OF COLORADO  
invites applications for the position of:  
**Philanthropy Manager**  
This position is open only to Colorado state residents.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver, Colorado

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

**SALARY:** \$4,536.00 - \$4,790.00 Monthly

**OPENING DATE:** 10/01/21

**CLOSING DATE:** 10/17/21 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



# History Colorado

**HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.**

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

The History Colorado Center is conveniently located in downtown Denver. 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
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

## **DESCRIPTION OF JOB:**

If your interest is in joining a fun, hardworking, dynamic fundraising team The Philanthropy Manager position at History Colorado is perfect for you. This essential position on our philanthropy team works to secure financial resources in support of History Colorado Center's strategic goals by generating new annual donors, stewardship and retention of current annual fund donors, as well as solicits individual gifts and corporate sponsorship for events and museum exhibits. We are a growing philanthropic team that is looking for team members that are driven, energetic, and passionate about Colorado History.

### **Fundraising:**

- Working on a great team, the Philanthropy Manager expectations include annual fund fundraising, planned giving, some major gift and corporate sponsorship activity.
- Manages relationships with a portfolio of donors and prospects with the highest level of respect and regard for these relationships.
- Leads all aspects of the annual gift cycle, including multi-marketing approach; initiating contact, developing strategies and developing relationship steps.
- Oversees the preparation and publishing of all solicitation mailings in collaboration with the development and communication teams.
- Acts as a spokesperson at public speaking events to include check presentations, outside events, and informational talks.

### **Annual, Major, Corporate, Foundation and Planned Giving Stewardship:**

- Belief in our mission and has strong interest in sharing and engaging prospects in Colorado's history and has interest in moving into major gift fundraising within our growing philanthropy team.
- Works closely with the Chief Philanthropy Officer to identify unique and effective tools for cultivating major, planned, corporate and foundation donors and prospects.
- Collaborates with the database manager, oversee timely donor acknowledgement letters, thank you phone calls.
- Team lead for planned giving outreach.
- Primary point of contact for the majority of internal and external inquiries regarding stewardship issues.

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

- A minimum five years fundraising experience with a proven record of meeting fundraising goals.
- Bachelor's degree (history degree preferred) or equivalent education and experience.
- Three years minimum of annual fund management including direct mail appeal; multi-media campaigns; annual giving membership; planning events; working with volunteers.
- Experience in preparing donor presentations and multimedia graphic impact reports (Power Point and InDesign expertise highly regarded).
- Grant writing experience a plus, but can be a growth opportunity for the right candidate.
- To be successful, some nights and/or weekend event work will be expected.
- Professional demeanor, flexible and able to respond to multiple demands.
- Works with volunteers and interns.

### **SUPPLEMENTAL INFORMATION:**

Effective September 1, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or, submit to twice-weekly serial testing. Upon Hire, new employees will have three (3) business days to provide an attestation to their status with proof of vaccination or begin twice-weekly serial testing for COVID-19.

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. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

**ADAAA Accommodations:** Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email [Dany.Mccoy@state.co.us](mailto:Dany.Mccoy@state.co.us)

**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](mailto:Dany.McCoy@state.co.us)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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

Position #GCA09709\_09\_21  
PHILANTHROPY MANAGER  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Philanthropy Manager Supplemental Questionnaire**

- \* 1. What's the most challenging fundraising outreach experience of your career? What was your specific role and what made it challenging?
  
- \* 2. Tell us about the most successful philanthropy team you've worked with.
  
- \* 3. History Colorado staff has been working together in response to the events that happened in 2020 to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link to see the virtues [https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism\\_Grounding\\_Virtues.pdf](https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf) And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

\* Required Question