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Most recent revision: Yes

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FILLED Leadership Gifts Associate

VIEW FULL DESCRIPTION (PDF)

Colorado Public Radio has a new opportunity in Development for a Leadership Gifts Associate.

The Leadership Gifts Associate is responsible for providing detailed administrative support to the Leadership Gifts team which is dedicated to the identification, cultivation and stewardship of long-term relationships with Leadership Gifts Portfolio donors. This person is highly disciplined, organized and goal oriented with demonstrated competencies in database and information management, project support, donor research and verbal and written communication.

Responsibilities:

- Generate all portfolio donor mail including annual gifts, lapsed, additional gifts, gift acknowledgements and special campaigns.
- Pro-active research of current and prospective donors utilizing Wealth Engine and other available sources.
- Manage portfolio records to include gift entry, surveys, agreements, notifications and other related correspondence.
- Data entry and records management for Leadership Gifts Portfolio donors.
- Maintain accuracy of Portfolio lists.
- Run Leadership Gifts Department reports from Selection Management and Enterprise reports.
- Provide support for meetings and lunches with donors.
- Provide support for CPR's President and Sr Vice President, Development, including but not limited to scheduling meetings, production of materials, meeting set-up, and other related activities as requested.
- Manage all Leadership Gift Department administrative needs such as stationary, collateral, birthday and notecards, etc.
- Assist with event planning and execution, including after-hours and/or off site.
- Assist with grant preparation and documentation.
- Support Sr. V.P. of Development with staff giving, including notification when renewals are due, creating thank you letters and notating in database.

[View the full job description.](#)

Education & Experience Requirements

- Identification with the mission and purpose of Colorado Public Radio.
- Demonstrated organizational skills managing a variety of activities efficiently.
- Hands-on knowledge of donor database systems.
- Demonstrated verbal and written communication skills.
- Ability to manage high level confidential information with integrity and sensitivity.
- Experience in providing administrative support for specific projects.
- Demonstrated success in a high level administrative support role.

Application Requirements

To apply, please e-mail a cover letter, resume, and 3 professional references to hr@cpr.org with "Leadership Gifts Associate" in the subject line.

No phone calls or drop ins please. Competitive salary and benefits.

Colorado Public Radio is an equal opportunity employer and encourages workplace diversity.

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