



## Rocky Mountain Public Media | Job Description

<b>Job Title:</b>	<b>VP, Philanthropy</b>	<b>Job Code:</b>	
<b>Job Department:</b>	Philanthropy	<b>Location:</b>	Denver
<b>FLSA Status:</b>	Exempt	<b>Work Status:</b>	Full-Time
<b>Salary Grade:</b>		<b>Reports To:</b>	Chief Revenue Officer
<b>Last Updated:</b>	4.11.2024		
<b>Approved By:</b>			

### **Job Summary**

The Vice President of Philanthropy supports RMPM'S mission by leading a comprehensive fundraising, donor relations and grants program including strategic and annual gifts from individuals, local and national foundations, and planned giving. The VP directly manages two teams – Philanthropy and Foundations & Grants - and demonstrates exceptional leadership in people management. The VP partners with the CEO, COO and CRO to develop fundraising goals, build a comprehensive fundraising program, manage strategic donor, board and partner relationships, and create campaign strategies to maximize support for RMPM's priorities. They also help advance the organization's mission and vision by sharing RMPM's community impact with funding partners and creating a culture of belonging within philanthropic initiatives, inviting non-traditional donors to engage. The role works cross-departmentally to achieve an organization-wide cultural of philanthropy and diversity and strengthen funding opportunities for RMPM. The VP develops and cultivates key community partnerships.

### **Job Description**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Major, Mid-Level & Planned Giving**

- Oversees organization-wide donor relations program, leading the vision and strategy for donor cultivation, stewardship and donor relationship efforts. Leads the Philanthropy team in developing and implementing strategies to cultivate, solicit and steward mid-level, major and planned giving donors. Ensures team is sharing regular communication that captures attention and sparks continued interest and contributions, while also identifying opportunities for new engagement and relationship building.
- Manages a portfolio of transformational donors, board and strategic community relationships that support fundraising priorities with the CEO and the CRO.
- Leads catalytic giving campaigns to support RMPM's revenue growth and future sustainability.
- Provides senior-level fundraising expertise to the CEO, CRO, senior team, and Board to focus on strengthening RMPM's overall philanthropic capacity.
- Collaboratively guides development and implementation of strategies that successfully support RMPM's mission and diversity, equity, and inclusion (DEI) initiatives through inclusive philanthropy.
- In partnership with CRO, manages Philanthropy budget and assesses team targets toward annual fundraising goals, adjusting strategies as necessary to meet and exceed goals.

##### **Foundations & Grants**

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- Along with the Foundations and Grants Manager, leads RMPM's Foundations & Grants program to develop and expand portfolio of foundation prospects, nurtures current relationships and cultivates new ones, and ensure retention and growth of institutional revenue and partnerships to support organization-wide strategies.
- Collaborates on the creation of strategies for retention and re-engagement of lapsed foundation donors, and for stewardship and engagement of current supporters.
- Collaborates with staff in developing strategies to support programs and initiatives that attract and promote RMPM initiatives and priorities.
- Monitors and reports fundraising goals and progress regularly.
- Perform other tasks as assigned and/or required.

### **SUPERVISORY RESPONSIBILITIES**

- Supervises a team of 5 for Philanthropy and 1 for Foundations & Grants

### **MINIMUM QUALIFICATIONS**

- Minimum 8-10 years of experience in sales and/or fundraising.
- Minimum 3 years of managing direct reports.
- Bachelor's degree in Journalism, English, Marketing, Communications, or a related field. A mix of demonstrated skills, abilities, and knowledge may be considered in place of educational requirements.
- A sophisticated and comprehensive understanding of fundraising principles and practices, moves management, and major and planned giving.
- Experience in developing and tracking financial performance of a department or function.
- Team management experience required and demonstrated ability to function effectively as a member of a team, ensuring close coordination and integration with other staff members in functions across the organization and in state-wide location.
- Experience with hiring, developing, and assessing the performance of staff members.
- Demonstrated ability providing exceptional customer service to donors and community stakeholders. Must possess strong interpersonal skills and the ability to work professionally and productively with persons at all levels.
- Demonstrated high level of professionalism, naturally collaborative, collegial, and seeks to build relationships with a wide variety of people internally and externally.
- Self-motivated; able to multi-task with excellent attention to detail and deadlines; can perform successfully without regular supervision.
- Must possess excellent communication skills, including strong listening, written, verbal and presentation skills.
- Flexible, open-minded, creative, and willing to pitch in when needed.
- Excellent and proven project management skills with a history of managing complex projects, delivering quality work on time and within budgetary guidelines.
- Strong knowledge of advancement and donor management database systems, Salesforce preferred.

### **Work Environment**

This position works primarily in an office environment. This position must be able to work a flexible schedule with occasionally long hours including some evenings and weekends. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

The position requires the ability to lift and carry up to 10 lbs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Note: This job description is intended to describe the general nature and level of work performed and is not to be construed as an exhaustive list of responsibilities, duties, and skills required. Other duties may be assigned. Furthermore, it does not establish a contract of employment and is subject to change at the discretion of the employer.*

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HR Representative Signature and Title

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Date