



## Care and Share Food Bank for Southern Colorado

**Division/Department:** 20-Development

**Location:** Colorado Springs

**Job title:** Philanthropy Officer

**Reports to:** President and CEO

**Status:**  
Salary

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours:** 40hrs/week

- Exempt
- Nonexempt

**Position Summary:**

Be part of the exciting growth at Care and Share. Help raise the additional funding that we need to realize our vision. The primary objective of this position is to steward donors and secure major gifts, develop and implement plans for securing major gifts and deferred gifts from donors through estate planning and other types of gifts. Working closely with the President and CEO, match donors' philanthropic wishes to funding opportunities at Care and Share.

**Duties and Responsibilities:**

- Solicit major gifts on behalf of Care and Share.
- Manage relationships with major donors and major donor prospects. Retain and grow a currently robust list of major donors as Care and Share grows.
- Responsible for planning, coordinating, and implementing the individual major donor program to meet the organization's major gifts fundraising goals and build the individual donor base. This includes understanding and documenting the philanthropic desires of our donors.
- Identify, research, and qualify prospective donors. Work closely with the CEO to optimize securing major gifts. This includes scheduling meetings with donors and writing major donor communications.
- Track and report on progress of the major gifts program throughout the year.

The individual is expected to:

- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Coordinate activities with the CEO and development staff so that donors are stewarded well.

**Work experience requirements:**

- A Bachelor's Degree
- A minimum of 5 years fundraising experience in a professional position
- Experience with major donor cultivation

Candidates should be knowledgeable and experienced in fund development: major gifts, planned giving, donor tracking and fundraising reporting.

The individual is expected to have demonstrated experience and confidence in asking people to contribute time, food, and money.

Familiarity with computer systems is necessary, with a preference for experience use of Raisers Edge.

To apply:

Email a cover letter and resume to [HR@careandshare.org](mailto:HR@careandshare.org). In your cover letter please describe the process you have used to grow donors into major donors. Please include in your cover letter or resume your involvement in community groups. Please submit your information on or before March 10<sup>th</sup>.