



3805 Marshall Street, Suite 100  
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[www.thefamilytree.org](http://www.thefamilytree.org)

## Job Posting

### Director of Donor Relations

#### Organization Overview

The mission of Family Tree is to partner with all people to prevent and overcome the interconnected issues of child abuse, domestic violence and homelessness to promote safety, healing and stability across generations.

As a long standing non-profit human services agency, we are committed to empowering change and transforming the lives of vulnerable populations in our community. We aim to recruit and retain high-quality and diverse team members who share in our commitment and vision to empower people and transform our community through innovative and integrated services. We are also committed to investing in our team i.e., strive to pay a fair wages, offer competitive benefits, provide generous sick and vacation time, offer staff development along with believing each employee's unique qualities and experiences are the core of the organization.

Family Tree strives to value and uplift diverse and marginalized voices, to recognize and address the ways in which oppression impacts the communities with which we work, and to promote inclusion and equity.

#### Job Summary and Responsibilities

This position reports to the Chief Development Officer with Family Tree's Gifts and Community Support team. This position is the lead team member for the identification, cultivation, solicitation, and stewardship of individual and corporate donors at Family Tree, including the management of giving societies, to secure financial support for the organization.

#### Example Activities

- Ensure individual and corporate donor revenue goals are met on a monthly, quarterly and annual basis.
- Help current donors accomplish their philanthropic goals through developing relationships with Family Tree, its mission and/or programs and ongoing donor qualification, cultivation, stewardship and direct solicitations for financial support.
- Build and manage a broad portfolio of donors from various donor levels, including major donors.
- Manage and steward giving societies, including the Giving Tree (major donors), Treehouse (monthly giving) and Evergreen Circle (planned giving).
- Create and manage individual donor cultivation events throughout the year.
- Facilitate and encourage CSR relationship for corporations and businesses.
- Track activity and information in donor database.
- Conduct donor prospect research and management
- Develop and maintain working knowledge of all Family Tree, Inc. programs and services in order to engage donors in Family Tree's work.
- Work closely with the Chief Development Officer and Marketing Coordinator to create, produce, and execute fundraising appeals, such as direct mail appeals, and other donor collateral.
- Support Chief Development Officer, CEO, and Board members in donor solicitation.
- Collaborate with the Gifts and Community Support Department and other Family Tree team members as needed and appropriate to set goals and align efforts, especially in the areas of supporting fundraising events and cultivating philanthropic relationships with volunteers.

EMPOWERING CHANGE. TRANSFORMING LIVES.

- Present Family Tree programs and services in the community through public speaking engagements.

### **Required Skills**

- Excellent interpersonal communication, writing and public speaking skills.
- Ability to initiate tasks and projects; organize and set priorities; and coordinate multiple tasks with multiple priorities, many of which are time sensitive.
- Ability to work independently.
- Experience and knowledge of effective processes for donor identification, cultivation, solicitation, and stewardship.
- Experience and/or exposure to nonprofit fund/revenue development activities strongly preferred.
- Knowledge of Family Tree's primary service areas.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Familiarity with Blackbaud Raiser's Edge.

### **Preferred Education and Experience**

Undergraduate degree or comparable experience is preferred.

### **Job Details**

**Location:** 3805 Marshall Street, Wheat Ridge 80033

**Program:** Gifts and Community Support

**Full/Part time Status:** Full-time, exempt

**Hourly Pay Rate:** \$66,394-79,705/year

The base salary range represents the low and high end of Family Tree's hiring range for this position. Actual salaries will vary depending on factors including but not limited to range of experience, years of experience. The range listed is just one component of Family Tree's total compensation package for employees.

**Benefits:** Medical, dental, vision, supplemental insurance, retirement plan and retirement plan match, employer paid long-term disability, EAP, wellness program, paid sick and vacation time

**Travel Requirements:** Travel required around the Denver Metro area to meet with donors and other Family Tree partners and off-site meetings.

**Schedule:** Flexible working primarily Monday-Friday and may include some evenings and weekends.

**Working Conditions:** This is a blended/hybrid remote/virtual and in-office work arrangement.

The Gifts & Community Support (GCS) team maintains a positive and collaborative work environment. It is important to strive for excellence in the essential responsibilities of the Director Donor Relations and also to pitch in when needed to help the team and its members succeed. Maintaining open, responsive communications helps the team run more smoothly. The Family Tree staff, including the GCS team, is professional, knowledgeable, ethical, and dedicated to the mission of the organization.

### **Equal Opportunities and Accommodations**

Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Family Tree is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Human Resources at 303-403.5884, or by email at [dberridge@thefamilytree.org](mailto:dberridge@thefamilytree.org)

#### Fair Chance Hiring

We value diverse experiences, including those who have had prior contact with the criminal legal system. We are committed to providing individuals with criminal records a fair chance at employment.

For more information about Family Tree and other open positions please go to [www.thefamilytree.org/careers](http://www.thefamilytree.org/careers).

To apply for this position or other positions please send your resume to [hrjobs@thefamilytree.org](mailto:hrjobs@thefamilytree.org)