

Job Level	Managing Director of Donor Relations	Management Level II
Problem Solving	<ul style="list-style-type: none"> * Provide leadership, oversight, and strategic direction, tactical and technical expertise in support of UA division. This work includes responsibility for contributing to, creating and managing implementation of a multi-faceted donor relations plan for the campaign that mobilizes the alumni, faculty, staff, and students of Colorado State University and its friends and supporters. * Design, implement and direct a comprehensive integrated donor-centric stewardship plan to build donor trust through consistent, strategic and meaningful contact, experiences and outstanding donor service. * Provide general oversight of the university acknowledgment processes, endowed funds and scholarship reporting, and establish and manage information tracking processes following internal guidelines. * Develop and implement a team-wide effort to conduct intentional/targeted donor thank-you visits across the state and in targeted regional areas, designed to demonstrate gratitude and connect donors with the University. * Manage stewardship effort of the Frontier Legacy Society, a lifetime giving society for donors with deferred gifts to CSU. * Work closely and collaboratively with the Office of Gift Planning to develop and implement an annual engagement plan for FLS members and provide guidance in best practices for planned giving donor recognition across the University. 	<ul style="list-style-type: none"> ▪ Problems are often unclearly defined and fundamental principles may not apply ▪ Solutions must take into account future considerations.
Interaction/ Communication	<ul style="list-style-type: none"> * The Managing Director must create and maintain a positive relationship between the University and its donors; and collaborate with various University Advancement units to determine the best strategies for effective stewardship of donors and elevate overall donor experiences with CSU. * Work with Advancement leadership and staff, key volunteer leaders, and other areas across campus to implement customized stewardship plans for lead and major gift donors and lifetime giving societies. * Collaborate with Advancement Communications and identify areas of integrated marketing opportunities to tell donor impact stories and emotionally connect donors to Colorado State University. * Serve as lead stewardship officer for a portfolio of leadership donors, managing and maintaining regular interaction in order to demonstrate gratitude, build meaningful relationships and move donors to their highest level of philanthropy. * Collaborate with CSU events, and other departments on strategic recognition events for key donors and lifetime giving societies. 	<ul style="list-style-type: none"> ▪ Typically reports to a department head. ▪ Reconciles multiple stakeholder views.
University Impact	<ul style="list-style-type: none"> * The Managing Director will design, implement and manage an institution-wide, integrated donor relations and stewardship system that creates high-quality service, communication, engagement, and recognition of all donors, with an emphasis of personalized stewardship plans of major donors and lifetime giving societies. 	<ul style="list-style-type: none"> ▪ Translates strategy into operational processes. ▪ May provide input into strategy of the department or function.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * In consultation with the VP, develop and manage donor relations budget for all Unit functions. 	<ul style="list-style-type: none"> ▪ May develop and manage a budget.
People Management	<ul style="list-style-type: none"> * Position will supervise five employees. Two directors and an associate director and assistant director and coordinator. * Create a quantitative and qualitative measurement system to evaluate the effectiveness and success of all stewardship and recognition programs utilizing the data to improve standards and further the success of fundraising goals. * Develop metrics-based goal setting with analytics supporting department prioritization and performance management and coordinate department resource planning and team management. 	<ul style="list-style-type: none"> ▪ Manages teams of primarily professional roles; may supervise project management levels. ▪ People management responsibility for pay reviews, performance management, and resource planning.

