

## JOB DESCRIPTION

---

### Campaign Director, Colorado Combined Campaign

This position is a director-level position on the Community Shares of Colorado staff encompassing primary leadership of the Colorado Combined Campaign (CCC).

## OVERVIEW

---

Since 1988, State of Colorado employees have donated nearly \$30 million through the Colorado Combined Campaign. Each year the 50,000+ State of Colorado employees are invited to make voluntary, tax deductible gifts via paycheck contributions, cash, check, or credit card to 700 participating local nonprofit organizations. The CCC is a significant source of funds for Colorado nonprofit organizations and an easy and efficient method for State of Colorado employees to invest in the community.

Community Shares of Colorado was awarded the contract to serve as Campaign Manager of the Colorado Combined Campaign beginning January 2014 and achieved a 2% campaign increase. We are seeking an energetic professional who will build on the strong legacy of the CCC while embracing innovation and opportunities to expand the campaign's reach and scope.

## CORE RESPONSIBILITIES

---

- Work with the CCC Advisory Committee to develop a campaign strategy aligned with the vision, capacity, and interests of State of Colorado employees
- Execute a high-quality giving campaign with the goal of increasing number of participants and total gifts
- Train staff, volunteers, and nonprofit representatives to represent the CCC at workplace giving events
- Lead the hiring process, train, and manage any exempt and/or seasonal CCC staff and volunteers
- Oversee production of tools, promotional materials, and programs needed to attract and retain CCC donors
- Exceed expectations in donor stewardship and stakeholder management
- Expand awareness of the giving campaign across the state and in individual departments and divisions
- Produce real-time performance reports for the CCC Advisory Committee and Community Shares' executive staff
- Analyze campaign results to make recommendations on tactics to achieve the goals and objectives of the campaign

## WE SEEK THE FOLLOWING TALENTS

---

- A "team mindset" using soft power to bring out the best in staff members, volunteers, and stakeholders
- Contagious enthusiasm with the capacity to inspire others to take action
- Engaging communicator with the ability to meaningfully connect with an audience in group settings
- Self-motivation to consistently improve organizational performance and add value
- Management adaptability in pursuit of stated goals and objectives
- The ability to build strategies, structures, and systems to drive success
- An eye for potential with the aptitude to identify opportunities aligned with desired outcomes
- Inclination to work joyfully and further a positive organizational culture

## PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

---

- Bachelor's degree or additional four years of professional experience
- Minimum four years of experience in resource development, annual campaigns, membership acquisition, or volunteer drives
- Demonstrated success in project management including budgeting, forecasting, performance measurement, and clear and concise reporting to a leadership team
- Proven experience in resource development communication including one-on-one relationships, meetings, and public speaking

## PHYSICAL REQUIREMENTS TO PERFORM RESPONSIBILITIES

---

Ability to operate computer systems, manage phone calls, and travel to and from meetings and appointments in locations across the state at times when public transportation is unavailable.

## WORK ENVIRONMENT

---

Private office with computer and phone are available to the Campaign Director of the Colorado Combined Campaign. The work entails a mix of office duties (including sitting at a desk perhaps for long periods of time) and external meetings. Community Shares is located within the Colorado Collaborative for Nonprofits at 789 Sherman Street in Denver.

## COMPENSATION

---

The compensation for this position is based on a director-level fundraising position working with the guidance of the CEO and Vice President of Community Giving & Operations in an established fundraising structure. The starting salary range is \$44,000 - \$50,000 depending upon experience. CCC staff members will be eligible for Community Shares' full benefits package.

## APPLICATION PROCEDURE

---

Please email a résumé and cover letter specifically addressing your interest in the Campaign Director position to [jobs@cshares.org](mailto:jobs@cshares.org). The cover letter may be addressed to **Erin Atwell, Vice President of Community Giving & Operations**. Interviews will be scheduled starting the week of April 13, 2015. The position will remain open until filled. Final candidates will meet with the CCC Advisory Committee prior to the hiring decision. Any questions regarding the position should be sent via email to [jobs@cshares.org](mailto:jobs@cshares.org).

For more information about Community Shares of Colorado, please visit [www.cshares.org](http://www.cshares.org).

For more information about the Colorado Combined Campaign, please visit <http://www.colorado.gov/coloradocombinedcampaign> or visit [www.coloradocombinedcampaign.org](http://www.coloradocombinedcampaign.org).

*Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership. The Corporation provides equal employment opportunities to all individuals based on qualifications related to the position and the ability to perform the job.*