

POSTING CLOSES MAY 28, 2025**ROLE DESCRIPTION**

Position Title: Development Director – Individual Donors and Planned Giving	
Reports to: Senior Vice President, Resource Development	
Salary: \$70,000 - \$80,000	
Location: Pikes Peak United Way – 518 N. Nevada Avenue	Division: Resource Development
Classification: Full Time	Supervises: N/A
General Functions: Oversees individual giving and a planned giving portfolio, with a focus on identifying, cultivating, soliciting and stewarding donors. This role is responsible for maintaining strong donor relationships, growing philanthropic support and strategically engaging prospects throughout Colorado Springs.	

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS:

- Develop and execute annual and long-range fundraising strategies using all available tools, including knowledge of AI and data-driven insights.
- Maintain and grow a donor portfolio valued between \$1 million and \$2 million annually.
- Assist with the implementation and promotion of all Planned Giving programs, including Legacy Circles
- Cultivate individual donors with giving capacity between \$1,000 and greater.
- Assist and manage a donor stewardship plan in collaboration with the development, marketing and communications team.
- Maintain accurate records of donor interactions in the CRM system.
- Use data and historical trends to align donor strategies with business sectors.
- Represent the organization at community events and leverage established relationships for open doors to cultivate new donors and grow current ones.

ADDITIONAL REQUIREMENTS/COMPETENCIES:

- Deep ties across the Colorado Springs community and/or United Way Worldwide to facilitate donor access and engagement.
- Strong alignment with PPUW's mission and core values.
- Occasional weekend and evening work required for donor engagement.
- Proven initiative, self-management and cross-departmental (team concept) collaboration.
- High-level business networking and relationship-building skills.

JOB QUALIFICATIONS:

- Bachelor's degree and/or minimum 2 years of progressively responsible and successful fundraising experience.
- Proven ability to manage a large and diverse donor portfolio.

- Proficiency with CRM systems, AI-driven tools, Constant Contact marketing tools and Microsoft Office Suite.
- Strong organizational, public speaking and relationship management skills.
- Proof and maintenance of proper legal authorization to work in the United States.

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ENVIRONMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver’s license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.