



DIRECTOR OF PHILANTHROPY SEARCH POSITION SPECIFICATIONS

CLIENT

Historic Denver is the foremost voice advocating for Denver's historic and cultural assets, working every day to promote and protect Denver's historic places and spaces and the stories they tell about Denver's diverse residents and communities. In addition to owning and operating the Molly Brown House Museum, **Historic Denver** conducts educational programming and events, leads walking tours, provides technical assistance to owners of historic properties, and holds preservation easements on more than 70 of Denver's most beloved buildings. **Historic Denver** also works in partnership with the City and County of Denver to administer the Discover Denver program, a city-wide survey focusing on identifying the buildings that are important to the city's history and communities.

Historic Denver was founded in 1970 to save the home of Titanic survivor, Margaret "Molly" Brown. Today the Molly Brown House Museum stands as a premiere example of historic preservation and is one of the country's foremost women's history sites, welcoming over 50,000 visitors each year and educating 10,000 local school children. The Museum's interpretative programming centers on:

- Margaret "Molly" Brown as a role model for civic activism.
- Her Titanic experience as model for compassionate disaster response.
- The Browns's gold wealth as an entry to Colorado's mining history.
- Their home as a lab for best house museum and preservation practices.

Historic Denver's preservation advocacy work finds economically viable and community-centered solutions to the issues that arise in the places where growth and preservation meet. **Historic Denver** brings ideas, contacts, and resources to the table drawing from their decades of experience in preservation. **Historic Denver's** work is focused on four key areas:

- Advocacy in support of the preservation of anchors in our community.
- Place-based storytelling that connects the past to the present.

- Educational programs for neighborhoods, homeowners, realtors, and enthusiasts.
- Technical preservation assistance for owners and developers.

Historic Denver has adopted the following Vision and Mission:

Vision

Historic Denver's vision is to connect people, meaningful places, and the past in support of a better future for all.

Mission

Historic Denver's mission is to empower people to actively experience and thoughtfully maintain our city's cultural landmarks and historic places today and long into the future.

Examples of notable Historic Denver milestones include:

- Working with the congregation and LGBTQ+ advocates to recognize and restore the First Unitarian Church, the de facto headquarters of the Gay Coalition of Denver in the 1970s and 1980s.
- Undertaking a successful \$2 million capital and capacity-building campaign in 2014-2018 which supported extensive restoration and renovation at the museum, created the Walking Tour and Action Fund programs, and launched the organization's first ever endowment fund.
- Saving and restoring the 9th Street Historic Park on the Auraria Campus in the early 1970s – a representational block of the former neighborhood of a tight-knit Latino and Chicano community forcibly displaced by urban renewal.
- Growing the education department to include three full-time and two part-time educators, who deliver twelve bilingual K-12, and another twelve adult outreach programs to schools and community spaces across the metro area.
- Advocating for the Krisana Park conservation overlay which provides a toolkit for homeowners to modify their unique, mid-century modern homes to meet the needs of modern families.
- Supporting homeowners to designate La Alma Lincoln Park as only the second cultural district in the city, the first being Curtis Park.
- Making the museum welcoming to all with the addition of a wheelchair lift, multi-sensory learning tools, and tours available for those with low-vision or ASL needs.
- Spearheading the designation of the Baker Neighborhood and working with the city and the National Trust to create the Lower Downtown Historic District and the Downtown Historic District, providing protection for Denver's significant commercial and industrial buildings downtown.
- Surveying in partnership with City/County of Denver to identify the places important to Denver's residents. Discover Denver recently surveyed Whittier, Five Points, and Skyland with neighborhood-specific volunteers playing a key role in the project by documenting architecture, researching histories, and creating community outreach events.
- Collaborating with the family of Irving P. Andrews, a prolific African American attorney, as well as the family of John Henderson, the first African American

licensed architect in the state of Colorado, in advancing landmark designations for their homes.

Historic Denver operates with a 22-member staff from offices in the historic Emerson School Building at 1420 N. Ogden Street. The organization is governed by a 15-member Board of Trustees. **Historic Denver** has roughly a \$2 million annual budget. Sources of revenue are as follows:

Membership Dues & Contributions	13%
Foundation Grants	19%
Museum Admissions	38%
Gift Shop Sales	8%
Education and Programs	14%
Grant Management	4%
Investment Return	<u>4%</u>
	100%

For more information about **Historic Denver**, please visit their website at www.historicdenver.org.

ABOUT DENVER

Denver, *the Mile High City*, is the most populous city in Colorado and one of the fastest growing cities in the country. Nestled on the eastern edge of the Rockies, Denver is consistently ranked as one of the best places to live in the U.S. The city offers a diverse array of cultural attractions, professional sports teams, fine dining, great schools, and year-round recreational opportunities. The city enjoys a semi-arid four-season climate with more than 300 days of sunshine per year.

THE OPPORTUNITY

Historic Denver seeks an energetic self-driven and mission-focused professional to serve as their **Director of Philanthropy**. In this newly created role, the successful candidate will cultivate and build relationships with the philanthropic community, to include individuals, corporations, and foundations to support **Historic Denver's** mission. As a nonprofit organization, **Historic Denver** owes its existence to the generous support and participation of preservation-minded individuals, foundations, and corporations to help preserve the city's rich legacy of history.

This position reports to the President & CEO, who is a committed partner in the organization's fundraising effort. Together, with the CEO and Board of Trustees, the **Director of Philanthropy** will serve as the fundraising "face" of the organization. This role will serve as a leadership team member and be a contributor in formulating strategic and operational goals for the organization. In partnership with the CEO, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build **Historic Denver's** visibility, impact and financial resources.

The **Director of Philanthropy** will have primary responsibility for establishing and implementing a comprehensive fundraising plan predicated on individual major gifts,

corporate and foundation support, and a planned giving program. This plan will support the organization's preservation advocacy work, its storytelling and education initiatives, and for the Molly Brown House Museum, Historic Denver's flagship property and an exemplar of building preservation put into action.

The successful candidate will expand and diversify **Historic Denver's** donor base and pipeline, collaborating closely with the Director of Preservation Advocacy, & Membership. Together, they will collaborate on an annual giving campaign and donor events.

Responsibilities, include but are not limited to:

- Support and partner with the CEO, other staff members, and the Board of Trustees on all major fundraising initiatives. Actively work with the CEO to continue the implementation of a comprehensive development strategy that heightens the stewardship of major donors.
- Collaborate with members of the leadership team to develop and implement organizational strategies to advance the organization's mission.
- Establish and nurture a culture of philanthropy throughout the organization, including board members, staff and supporters in the community.
- Oversee research efforts of funding sources and trends, with foresight, to help position **Historic Denver** ahead of major funding changes and trends.
- Maintain a personal relationship with and a dynamic portfolio of individual annual donors, secure major, capital, and planned gifts, as well as advanced annual gifts.
- Implement a stewardship program aimed at cultivating deeper ties with donors; provide and present statistical analysis to board and senior leaders.
- Along with the CEO, establish performance metrics to guide, support, and strengthen development activity.

EDUCATION AND EXPERIENCE

- A bachelor's degree or equivalent years of experience in the development field is required.
- Three to five years of demonstrated success in nonprofit fundraising utilizing a collaborative and inclusive style.
- Certification as a CFRE (or progress towards) will be viewed as highly favorable.
- Knowledge of designing and executing a comprehensive philanthropy program to include annual campaigns, major gifts, corporate sponsorships, foundation grants, and planned giving will distinguish the most desired candidates.
- Familiarity with various tax-advantaged giving strategies (i.e., Qualified Charitable Distributions from an IRA, donations of appreciated stock, donor advised endowments and funds, etc.) is highly desired.
- Exceptional oral and written communication skills; experience designing marketing collateral to support fundraising efforts is highly desired.
- Confidence to work in close collaboration with the CEO and other senior staff members as well as with the Board of Trustees.
- A passionate personal alignment with historic preservation and the Vision, Mission, and values of **Historic Denver**.

PERSONAL CHARACTERISTICS

- Flexible and adaptive style; someone who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight and as a team player who will productively engage and collaborate with others.
- Demonstrate keen analytic, organizational and problem-solving skills that support and enable sound decision-making; able to effectively create processes to identify, cultivate, close, and subsequently steward donors.
- A high-energy and creative leader who is willing to cultivate “out-of-the-box” solutions.
- A strong work ethic and unwavering standards of personal and professional integrity
- Ability to be tactful and discreet, particularly in sensitive matters related to employees, donors, and stakeholders.
- Strong organizational and time management skills with exceptional attention to detail.
- Flexible about working both in-office and remotely, and able to travel to a potential donor’s place of business or residence

COMPENSATION

Historic Denver will offer the successful candidate a competitive salary within the range of \$90,000 to \$110,000. An incentive bonus package may also be considered. The successful candidate will also be eligible for retirement and healthcare benefits, paid vacation and sick leave, and an employee-match SIMPLE IRA plan after year one. This role, when not out making calls on donors and prospective donors, will primarily be an in-office position.

APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting **Historic Denver** with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in strict confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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