



COLORADO STATE UNIVERSITY PUEBLO Foundation

Engagement and Leadership Giving Officer

Colorado State University Pueblo Foundation
Pueblo, CO

The Colorado State University Pueblo Foundation supports CSU Pueblo in its private fundraising and charitable efforts for the purpose of supplementing and enhancing university programs, activities, and educational opportunities.

Job Description:

Position Title: Engagement and Leadership Giving Officer

Department: CSU Pueblo Foundation

Reports To: CSU Pueblo Foundation President/CEO

FLSA Status: Exempt

Location: CSU Pueblo

Position Summary

The Engagement and Leadership Giving Officer is responsible for cultivating, soliciting, and stewarding leadership-level annual donors, with an emphasis on building long-term philanthropic relationships that strengthen the university's mission. This role develops and manages a portfolio of prospects, implements engagement strategies that increase donor participation and support, and partners closely with colleagues across advancement, alumni relations, and academic units.

Key Responsibilities

Leadership Giving (Primary Focus)

- Manage a portfolio of approximately 100–200 leadership annual giving prospects (\$1,000–\$25,000 range).
- Develop individualized strategies to cultivate, solicit, and steward donors and prospects.
- Conduct regular qualification and discovery outreach to identify new potential leadership donors.
- Make personal donor contacts through in-person visits, video calls, phone, and email, meeting annual goals for meaningful interactions and solicitations.
- Collaborate with other advancement personnel to identify prospects ready for pipeline elevation.

Engagement & Relationship Building

- Build strong relationships with alumni, parents, friends, and campus partners to increase affinity and philanthropic support.
- Support engagement programming such as regional events, affinity group activities, volunteer boards, and campus visits.
- Partner with Alumni Relations to design giving-focused engagement opportunities that deepen donor involvement.

Campaign and Program Support

- Contribute to annual giving initiatives, including Giving Day, crowdfunding projects, and annual mailings.
- Prepare briefing documents, proposals, stewardship reports, and donor correspondence.
- Use data analytics to monitor portfolio progress and refine strategy.
- Ensure timely and accurate documentation of all interactions in the CRM database.

Cross-Campus Collaboration

- Work closely with deans, faculty and campus leaders to understand institutional priorities and align donor interests.
- Participate in development team meetings, planning sessions, and strategy discussions.
- Represent the university at events, donor gatherings, and community functions.

Qualifications

Required

- Bachelor's degree.
- Two (2) years of experience in fundraising, alumni relations, sales, nonprofit engagement, or related fields.
- Demonstrated ability to build relationships and work effectively with diverse constituents.
- Strong written and oral communication skills, with a high degree of professionalism.
- Self-motivated with the ability to manage multiple priorities and meet deadlines.
- Comfort with donor outreach and solicitation.
- Ability to travel and attend events outside regular business hours.
- Ability to pass a background and drug test

Preferred

- Five (5) years of experience in higher education fundraising or annual/leadership giving.
- Familiarity with Blackbaud CRM systems.
- Knowledge of donor pipeline development and moves-management strategies.
- Data-driven approach to decision-making and portfolio management.

Key Competencies

- Relationship building
- Strategic thinking and planning
- Donor stewardship and customer service
- Collaboration and teamwork
- Communication and presentation skills
- Confidentiality and discretion
- Goal-oriented project management

\$55,000 – \$65,000 commensurate of experience and an extensive benefit package which includes health, dental, vision, retirement and bonuses.

To Apply

To apply, please visit <https://csupueblofoundation.com/news-events/engagement-and-leadership-giving-officer/> to fill out an application and upload your cover letter, resume, references and unofficial transcript.

For more information please call Todd Kelly, CSU Pueblo Foundation President/CEO at 719-549-2241 or email todd.kelly@csupueblo.edu.