



## Director of The Colorado Academy Fund

Colorado Academy  
Denver, Colorado

Colorado Academy (CA) is an independent day school in Southwest Denver serving over 1,030 students from across the Denver metropolitan area. Situated on a stunning 94-acre wooded campus at the foot of the Rockies, CA has dedicated buildings for divisions, arts, athletics, and more. The school offers students an exceptional academic experience, with education in the arts, athletics, and development of the whole child. Unique in the Denver area, CA's Pre-K through Grade 12 environment creates an extraordinary campus community. [The mission](#) is to create curious, kind, courageous, and adventurous learners and leaders.



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## Description

Colorado Academy (CA) seeks a Director of The CA Fund to oversee the school's annual campaign. The Director of The CA Fund is responsible for raising \$2 million in unrestricted individual gift revenue through personal identification, cultivation, solicitation and stewardship of donors. In partnership with the Director of Advancement, the Director of The CA Fund oversees and creates the annual campaign program strategy with a goal to build and enhance relationships with all constituents for the purpose of increasing financial support and enhancing engagement.

The role will partner with other Advancement team members and cross-divisional colleagues to sustain and increase philanthropic support among all constituency groups and to help inform strategic programmatic decisions. This is a year-round, full-time position that reports directly to the Director for Advancement.



## Responsibilities

- Create, organize and manage the annual CA Fund program, including revenue and expense budget and strategic projects of the annual campaign.
- Plan, implement and oversee the Employee Giving Campaign, fall appeal, CA Gives Day, trustee outreach, parent participation outreach, and all related stewardship activities and communications related to the annual fund.
- Work in collaboration with the Advancement team, the Board of Trustees, Development Committee chair, and parent and alumni volunteers to build a wide network of support for Colorado Academy.



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## Responsibilities (continued)

- Manage a portfolio of mid-level to major prospects and donors. Identify, cultivate and solicit new prospects and donors, and collaborate with the Director of Advancement to build strategies for moving donors to higher giving levels.
- Maintain professional donor communication through phone, handwritten notes, email correspondence and face-to-face meetings, tracking outreach and engagement activities in the Raiser's Edge NXT database.
- Develop and manage annual giving stewardship and communications strategies; compellingly articulate the mission, vision, and impactful attributes of the school in communications directed to various audiences.
- Draft content for communications and marketing materials, such as the website, monthly CA Today e-newsletter, CA Journal, and annual reporting of donor lists.
- Coordinate with the Advancement Operations Manager to audit monthly gifts in support of The CA Fund and ensure donors are acknowledged in a timely manner.
- Manage various targeted activities and communications for constituents (parents, faculty, alumni and trustees) to reach fundraising goals.
- Develop data-driven insights, analyze constituent data and produce recommendations to enhance fundraising initiatives and inform donor strategies.
- Collaborates with Advancement Associate to fully utilize all capabilities of fundraising tools including Raiser's Edge NXT, GiveCampus, Almbase, Omatic, and Double the Donation to deepen donor support.
- Work closely with the Development Operations Manager and Business Office to reconcile income reports and audit information.
- Create and oversee the CA Fund budget in partnership with the Director of Advancement.



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## Requirements

- Keen appreciation for annual giving as the foundational component of successful major and gift planning programs.
- Candidates should be eager to join a professional community where collaboration is valued.
- Be detail oriented and operate with extreme accuracy in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Advanced experience in Microsoft Office Programs and CRM databases; knowledge of Blackbaud's Raiser's Edge is a plus.
- Experience working with volunteers; has ability to recruit, train, and manage parent volunteers and volunteer committees.
- Ability to work effectively, collaboratively and professionally with diverse groups of people at all levels within an organization required.
- Ability to work flexible hours to support evening and weekend Advancement activities as required

## Qualifications

- Bachelor's Degree; prior experience managing annual fund programs and campaigns, and at least 5 years of experience in fundraising.
- Demonstrated analytical and fundraising skills with the ability to identify and maximize ROI activities and prioritize them to attain goals.
- Outstanding written and verbal communication skills, including impact communications and proofreading.
- Excellent interpersonal skills with ability to persuade, motivate, inspire and be diplomatic.
- Project management skills, including planning, budgeting, and the ability to balance multiple projects simultaneously while delivering quality work on schedule.
- Proven organizational skills as well as the ability to work with and motivate cross-departmental colleagues and a variety of constituencies such as students, parents, alumni, grandparents, parents of alumni, faculty, and staff.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion and good judgment.
- Strong understanding of database management, gift processing and donor relations best practices; experience and familiarity with Blackbaud Raiser's Edge and GiveCampus preferred.
- Proficiency in Microsoft Office software, especially Excel and Word.



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Candidates should be eager to join a professional community where collaboration is valued, where rich curricular conversations are common, and where openness to growth is the norm. Excellent interpersonal skills are required.

Candidates are expected to carry out the mission of Colorado Academy, "Creating Curious, Kind, Courageous, and Adventurous Learners and Leaders," to support the vision of the school through print and digital platforms. Candidates will be expected to share in the day-to-day life of the school community, which includes attendance at major school events.



**Interested Persons Contact:**

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*All inquiries and nominations are kept confidential.*

*The pay range for this for the position is \$93,000- \$103,000. Colorado Academy reserves the right to pay more or less than the posted range. Any discrepancies that may exist do not relate to sex. The Academy offers an excellent compensation package, wide-ranging opportunities for professional development, and an environment notable for its dedicated teaching professionals and supportive administrators. Medical, Dental, Vision and Life Insurance benefit programs are available, as is a 403(b) retirement plan. Eligibility for all benefit programs is defined by the applicable plan document.*

*Colorado Academy does not discriminate or allow unlawful harassment in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, ancestry, political affiliation, race, religion or creed, gender, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or expression, military service, marital status or other protected classifications defined by applicable law. The policy applies in all aspects of employment with the Academy.*



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