



COLORADO GOLF ASSOCIATION

Job Description: Major Gifts Officer (MGO)

Colorado Golf Association - Mission: The CGA's mission is to represent, promote and serve the best interests of golf in Colorado. This includes services such as handicap management, course rating, events, clinics, tournaments, membership, and community outreach programs. The CGA is licensed by the United States Golf Association as the "Allied Golf Association" of record for the state of Colorado. More than 75,000 members enjoy all that the CGA has to offer.

Colorado Golf Foundation – Mission: To provide funding for Colorado-based golf organizations and programs that use golf to build important life skills and character, with an emphasis on instilling hard work and self-reliance in young people.

Vision - Inspiring young people on the course and in the classroom across Colorado.

Reports To: Chief Development Officer, Executive Director, CGA & Colorado Golf Foundation

Committee Support To: Colorado Golf Foundation Board; CGA-CGF Fundraising Committee; CGA-CGF Grants Committee

Department Core Functions: Development, Major Gifts, Annual Fund, Fundraising Events, Advocacy, CGF Board Support and Management.

JOB DESCRIPTION:

This is a great chance for a proactive individual to join a fun and supportive team and a rewarding organization. You'll learn a great deal about fundraising, gain exceptional Major Gifts experience and earn impressive salary and benefits (read below). The MGO will work directly with the CGA Chief Development Officer/Executive Director of the Colorado Golf Foundation (CDO/ED-CGF) to foster a culture of philanthropy within the organization. The role will be responsible for prospecting, cultivation, soliciting, and stewardship of Individual donors, Family Foundations and Corporate sponsors. The MGO will implement strategies to increase individual giving by cultivating relationships with new prospects and identifying existing donors with increased giving capacity. This position interacts with CGA staff, donors, community members, and stakeholders. Therefore, they must demonstrate excellent communication and relationship building skills.

PRIMARY JOB RESPONSIBILITIES and EXPECTED OUTCOMES:

- Key responsibility will be the management of the full fundraising lifecycle for a portfolio of current individual, family foundation and corporate donors including all prospecting, cultivating, soliciting, and stewarding of these donors.
- Collaborate with the development team and local partners to identify, cultivate, and solicit individual donors and corporate sponsorship prospects.
- Support board members and CGA Fundraising Committee in fundraising strategy and solicitation.
- Implement fundraising strategies to grow the donor base, including moving current donors to higher levels of giving.
- Meet and communicate with donors and prospects, create written proposals and solicitations, and perform all donor recognition and stewardship activities for your portfolio.



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- Work with CDO and CEO to provide assistance with invitations, follow ups, stewardship activities for donors on their portfolios.
- Maintain all activities and updated donor records in the database including contact information, interactions, and correspondence.
- Support annual stewardship events by inviting major donors and prospects to attend or support. Provide events support on 1-2 annual private events at donor's homes including consulting with event hosts, invitations and marketing, event details and other activities expected of successful execution within a small fundraising team.
- Additional event support & collaboration on the planning and execution of annual giving campaigns, annual Season Kick-Off silent auction in coordination with the Women's Summit and Find CommonGround.
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MINIMUM JOB REQUIREMENTS:

- High School Diploma.
- Personality traits of self-motivation, work ethic and enthusiasm.
- Computer literate using Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Good organizational skills and ability to take direction.
- Must possess or be able to obtain a valid Colorado driver's license, provide proof of a safe driving record and maintain a safe driving record and a Colorado driver's license for continued employment.
- Ability to pass a background check.

PREFERRED JOB REQUIREMENTS

- Associate or bachelor's degree.
- 3 years of fundraising, marketing, sales, or other nonprofit experience.
- Terrific relationship building skills and experience securing 5+ figure gifts.
- Understanding of fundraising cycle and portfolio management.
- Excitement around golfing with major donors and prospects.
- Experience with donor databases.
- Comfort working independently.
- Initiative-taking and entrepreneurial mindset.
- Interest or prior experience with golf or youth sports is a plus.

COMPENSATION AND BENEFITS

- Salary Range: \$70,000-\$80,000 / year
- Health Insurance – CGA pays 50% of premium for employee, employee + spouse or family.
- Holiday Pay –10 days paid leave for holidays plus “bonus” days between Christmas and New Year.
- Accrued PTO - New hires accrue 10.00 hours of PTO per monthly paycheck.
- 401k – CGA matches up to 4% of employee contribution.



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- Dental – CGA pays 100% of dental premium.
- Vision – CGA pays 100% of vision premium.
- Life Insurance – CGA pays 100% of premium on \$25,000 life insurance policy.
- HRA – CGA will pay up to \$2,500 for qualifying out of pocket medical expenses.
- Mileage reimbursement for travel outside events.
- Mobile Office Allowance –\$100 per month stipend for cell phone and Internet.
- CGA provides all employees with COSTCO membership.
- Hybrid work environment – required 2-3 days a week in the office.
- All CGA employees have access to CommonGround Golf Course at no cost (golf, practice facility and Kid’s Course) on a space-available basis.

Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal-opportunity employer. All applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.

Please apply by sending resume and cover letter to Ryan Smith development@coloradogolf.org. All applications will be reviewed by a human (not a bot) and those who do not qualify will be notified.