

**Aspen Community Foundation is excited to announce an opening for a new position, Director of Philanthropic Engagement.** We are seeking a dynamic and strategic development professional to join the Foundation's Philanthropic Services team.

Aspen Community Foundation's mission is to inspire philanthropy and ignite collaborative action, leading to positive, community-led change in our region. We invest in a future where everyone from Aspen to Parachute has equitable opportunities to thrive. Our region is geographically, racially, and culturally diverse and rich in opportunity for the individuals and families who call it home. To ensure this potential is accessible to all, our team actively listens and learns about the region's challenges, connects nonprofit, philanthropic, and community leaders advancing solutions, and partners with donors and funders to catalyze community-led change.

### **The Opportunity**

The Director of Philanthropic Engagement will cultivate relationships with donors, nonprofits, and local partners, and support the planning and execution of the Foundation events that promote community connection and philanthropic impact. This position will also lead the growth and coordination of our giving circles and donor engagement efforts across the Aspen to Parachute region.

Reporting to the Chief Philanthropy Officer, the successful candidate will help implement the Foundation's annual fund development plan and support efforts to expand our fundholder portfolio through targeted outreach. In collaboration with the Philanthropic Services team, this position will optimize CRM systems, track donor interests, and develop strategies that align with organizational goals. The role also includes supporting grant writing efforts in partnership with the Community Impact team to enhance fundraising revenue and advance the Foundation's mission to create lasting, positive change in our region.

### **Candidate Profile**

The ideal candidate is a self-starter who can set clear goals, define priorities, and translate strategy into action while tracking their own performance. They bring strong emotional intelligence, demonstrating both self-awareness and self-regulation, and are comfortable navigating ambiguity and change. This individual is

naturally curious, maintains a high level of humility, and fosters a collaborative, inclusive work culture.

They excel at building meaningful relationships across diverse audiences, including high-net-worth donors, foundation partners, community members, and peers. They possess the ability to present and facilitate group meetings. They bring a hands-on approach, equally capable of leading strategic initiatives and supporting day-to-day operations.

### **Qualifications, Experience, and Skills**

- Demonstrates success in identifying, cultivating, and stewarding a broad spectrum of constituents, including individual donors, donor-advised fundholders, nonprofit partners, legacy donors, and professional advisors.
- Skilled facilitator with the ability to lead both small and large group discussions, promote inclusive dialogue, manage complex conversations, and engage diverse stakeholders around shared objectives.
- Exceptional written and verbal communication skills, combined with strong organizational capabilities and attention to detail.
- Proven strategic thinker with a creative approach to problem-solving and the ability to develop and implement innovative solutions that align with and advance the Foundation's mission and vision.
- Proficient in leveraging donor databases and CRM systems to manage constituent relationships, analyze engagement trends, and support data-informed fundraising strategies.

### **Required**

- At least five years of donor services or fundraising experience in a multi-faceted non-profit or financial services organization.
- Extensive experience cultivating, managing, and strengthening long-term relationships with donors, ensuring personalized engagement and sustained support.
- Knowledge of the Aspen to Parachute community and/or rural mountain resort community, including strengths, challenges, and the regional philanthropic sector.
- Experience with hosting events on key philanthropic education trends—including impact reporting, complex giving vehicles, personalized donor learning, and

legacy giving—to design and implement innovative donor education strategies that deepen engagement and empower informed giving.

## **Preferred**

- Understanding of the unique role of community foundations.
- Experience supporting or facilitating collective giving efforts that engage diverse donors around shared values and community priorities.
- One or more of the following certifications: Certified Fund Raising Executive (CRFE); 21/64 Certified Advisor; Chartered Advisor in Philanthropy (CPA); Impact Philanthropy Advisor (IPA).
- Proven experience developing and executing strategies to grow permanent endowment funds, including donor cultivation, legacy giving, and community outreach.

## **Salary and Benefits**

The hiring range for this full-time, exempt position is \$85,000 to \$105,000. The offered salary will be commensurate with internal parity and salary ranges, local and national sector benchmarks, and the candidate's relevant qualifications, experience, and skills. Aspen Community Foundation offers a robust benefits package that includes employer-covered medical, dental, and vision insurance, 401K match, and generous paid leave programs. Aspen Community Foundation's office is in Basalt, Colorado. The position is on-site with remote working opportunities and requires some travel, mainly within the Roaring Fork and Colorado River Valley corridors.

Interested candidates may submit their resumes and cover letters via email to: [kortney@aspencommunityfoundation.org](mailto:kortney@aspencommunityfoundation.org).

The application period for this position will close on Sunday, June 22.

Aspen Community Foundation is an Equal Opportunity Employer. To learn more about ACF, please visit our website at: [www.aspencommunityfoundation.org](http://www.aspencommunityfoundation.org).