

Job Description

Title: Philanthropy Manager
Classification: Full-time, Exempt
Reports to: Director of Development
Salary Range: \$70,000 - \$82,000 annually

Job Title & Overview

The Philanthropy Manager builds meaningful relationships with current and prospective donors, helping them feel known, valued and inspired by the impact of their generosity to MHM and helps deepen their financial support over time. This role implements the major gift program, with a focus on cultivating and stewarding our relationship with donors who give over \$5,000/year and who give multi-year gifts. They also focus on cultivating new donors into ongoing engagement with our mission.

Programs & Areas of Focus

The Philanthropy Manager will build relationships with donors who support the core programs of MHM including:

- **Joshua Station** – a supportive housing program for families rebuilding out of homelessness
- **Clara Brown Commons** – affordable housing and community for individuals and families
- **Community Development Fund** – supporting the overall mission and operations of MHM
- **Emerging initiatives** –including the development of new programs such as Mountair

This role helps connect donors to the full scope of MHM’s work, inviting them to invest in both current programs and future growth.

Duties & Responsibilities

Donor Care & Stewardship (~35%)

- Manage a portfolio of approximately 100-150 donors – includes maintaining relationships with current major donors to MHM (categorized at \$5,000/year).
- Build authentic, trust-based relationships through regular communication (calls, meetings, handwritten notes, tours, etc.).
- Partner with the Development team to execute thoughtful and timely donor acknowledgment.
- Ensure donors feel appreciated, informed, and connected to the impact of their giving.
- Help donors accomplish their philanthropic goals and ambitions through a relationship with our organization. *Many of our donors are people of deep faith – this role helps them give in ways that reflect their own spiritual commitments and relationship with God, as well as their care for neighbors who are marginalized and deprived of justice.*

Mid-Level Donor Growth (~20%)

- Focus on donors giving approximately \$250–\$5,000 annually.
- Identify and cultivate donors with potential for increased giving.
- Guide donors toward deeper engagement and long-term partnership with MHM.

New Donor Cultivation (~15%)

- Follow up with new donors, event attendees, and interested community members.
- Create pathways for individuals to move from initial interest to active involvement.
- Help grow the overall donor base through relational outreach and engagement, including invitations to visit our program sites and providing inspiring tours of the good work being done.

Portfolio & Pipeline Management (~15%)

- Maintain accurate and up-to-date donor records in our CRM (Bloomerang).
- Track interactions, set next steps, and manage ongoing communication plans.
- Work with the Director of Development to prioritize and strategize donor engagement.

Fundraising Support (~10%)

- Support key fundraising efforts, including events and campaigns.
- Assist with donor follow-up and engagement strategies tied to events and appeals.

Team Collaboration (~5%)

- Collaborate closely with the Director of Development and Communications Director to align messaging and outreach.
- Participate in Development team meetings and planning efforts.
- Contribute to a collaborative, mission-driven team culture.

Percentages are approximate and may shift seasonally based on organizational priorities and campaigns.

Organizational Expectations

- Abide by MHM staff guidelines as outlined in the MHM policies and procedures manual.
- Willingness to engage with a faith-centered organization. We seek to build and model lifestyles of generosity, peace, and self-giving love.
- Attend our weekly all-staff meetings and participate in the learning activities of the staff, including assigned readings, occasional learning experiences and group discussions.
- Assist with additional projects and tasks assigned, supporting the broader mission and needs of MHM as they arise.

Qualifications

- 2–5 years of demonstrated success in nonprofit fundraising, philanthropy, donor relations, or related field
- Strong leadership, relationship-building and communication skills
- Highly organized with strong attention to detail and follow-through
- Self-motivated with the ability to manage multiple priorities
- Proficiency in using CRM systems and fundraising software
- Commitment to the mission and values of MHM

We want to hear from you if...

- You are naturally relational and enjoy connecting with people from a wide range of backgrounds and experiences.
- You are energized by meaningful conversations, hospitality, and creating a positive experience for others.
- You have a thoughtful, proactive approach to communication and follow-up.
- You bring curiosity, humility, and emotional intelligence into your interactions with others.
- You feel excited about inviting people into the mission and future of MHM.

Who we are...

Mile High Ministries (MHM) seeks God's peace for our city through the creative, compassionate, and prayerful development of people and communities.

Since 1988, we have cultivated communities of hope and healing in the heart of our beloved city, Denver. We put our mission into action through supportive housing, leadership development, and initiatives that strengthen our neighbors' capacity to thrive.

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Benefits

- MHM covers 75% of health insurance through Kaiser Permanente
- MHM contributes to an H.S.A. (\$225/month (if employee only) or \$450/month (if employee + family))
- Vision supplement 100%
- Dental supplement available
- 401K benefits after first year of employment
- Unlimited Paid Time Off

Mile High Ministries is committed to practicing diversity, equity, and inclusion as an organization—embedded throughout everything we do. We welcome employment candidates who identify as BIPOC, LGBTQ+, and people of all genders.

To apply: send resume and cover letter to Kira Leefers at kleefers@milehighmin.org