



## Director of Philanthropy (Development)

### **Job Description**

**QUALIFICATIONS:** Demonstrated excellence in fund development with at least three to five years of campaign experience, relationship management, and cultivation of donors. Candidate must have experience setting strategy and leading teams to fulfill associated measurable outcomes and proficiency with working within a donor database. Candidate must have demonstrated success in personally cultivating, soliciting, and stewarding annual and major gifts and experience in executing a target-focused philanthropy plan. Candidate must have excellent oral and written communication skills and experience managing multiple projects/deadlines simultaneously. Bachelor's degree required.

**JOB SUMMARY:** Fostering a culture of philanthropy within the organization, the Director of Philanthropy plans, coordinates, and assures implementation of strategies to develop donors and contributions to support the organization. The Director also assures development and maintenance of appropriate systems including donor management, research and cultivation, and gift processing and recognition.

**HOURS OF WORK:** Full-time

**CLASSIFICATION  
OF EMPLOYMENT:** Exempt

**SUPERVISED BY:** Executive Director

### **RESPONSIBILITIES**

#### **I. Fund Development**

- A. Recommends short and long-range fund development plans and programs that support the organization's values, mission and general objectives.
- B. Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and volunteers.
- C. Helps establish performance measures, monitors results and evaluates the effectiveness of the organization's fund development program.
- D. Assures development and writing of foundation, corporate and government request proposals, solicitation materials, newsletters and other communications vehicles.
- E. Appropriately represents the institution to donors, prospects, volunteers, media and the general public.
- F. Develops an annual plan to coordinate all crucial philanthropic initiatives.
- G. Assures the development and execution of the organization's branding and communications strategy.

**II. Donor Relations and Recognition**

- A. Develops, maintains and strengthens relationships with partners, donors and volunteers. Assures maintenance of accurate donor records, gift management systems, and information reports.
- B. Assures design and implementation of acknowledgment and recognition programs.
- C. Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct.

**III. Key Partnerships**

- A. Partners frequently with Board of Directors, Foundations, Religious congregations, Individual and corporate donors and other community members.

**IV. Staff and Committee Role**

- A. Supervise the Public Relations & Marketing Manager and Donor Database Manager.
- B. Primary staff liaison to the Philanthropy Committee.
- C. Plan, organize, and implement meetings and follow-up activities.

**V. Proposal Writing/Prospect Research/Planned Giving**

- A. Conduct prospect research and coordinate outreach to prospective donors.
- B. Identify foundation prospects for cultivation and solicitation.
- C. Create and write grant proposals, funding reports, letters, and other correspondence.
- D. Create and implement a coordinated planned-giving program for the ministry.

**VI. Other responsibilities**

- A. Represents the agency at public and media events.
- B. Participate on Board committees as needed.
- C. Plan and coordinate with other staff (Volunteers, PR, Operations, Food Pantry) all Dixie Classic Fair operations for the "Food Drive Day".
- D. Participate in volunteer engagement by encouraging prospective and current volunteers, showing appreciation to our volunteers, and holding our volunteers accountable.
- E. Perform other duties as assigned.

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Employee's signature

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Date

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Supervisor's signature

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Date