



## Director of Philanthropy

### **Job Description**

**QUALIFICATIONS:** Demonstrated excellence in fund development with at least three to five years of revenue production and campaign experience, relationship development and management, and cultivation of donors. Candidate must have experience setting strategy and leading teams to fulfill associated measureable 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. Must have demonstrated success in grant research, writing and reporting. Candidate must have excellent oral and written communication skills and experience managing multiple projects/deadlines simultaneously. Master's degree preferred.

**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, and other philanthropic 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.

## **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. Major Gifts and Planned Giving**

- A. Oversee and manage all aspects of the Major Gifts and Planned Giving campaigns.
- B. Maintain prospect and donor database as it relates to major gifts and planned giving.
- C. Meet with major gift and planned giving prospects and their advisors.
- D. Develop relationships with and provide information about CCM to prospective donors, professional financial and estate planners and other constituents.
- E. Establish procedures for tracking and qualifying prospects. Maintain systems for recording and reporting gifts.

## **IV. Key Partnerships**

- A. Partners frequently with members of the Board of Directors, staff members of Foundations, Religious Congregations, Individuals and Corporate donors and other community members.

## **V. Staff and Committee Role**

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

## **VI. 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.

## **VII. Other responsibilities**

- A. Represents the agency at public and media events, as needed.
- B. Participate on Board committees as needed.
- C. Plan and coordinate with other staff (Volunteers, PR, Operations, Food Pantry) all Carolina 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. Supervise Philanthropy intern(s) if applicable and co-supervise administrative volunteers.
- F. Perform other duties as assigned.