



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. The candidate must have experience setting strategy and leading teams to fulfill associated measurable outcomes and proficiency with working within a donor database. The candidate must have demonstrated success in personally cultivating, soliciting, and stewarding annual and major gifts and experience in executing a target-focused philanthropy plan. The candidate must have demonstrated success in grant research, writing, and reporting. The candidate must have excellent oral and written communication skills and experience managing multiple projects/deadlines simultaneously. The candidate must have experience overseeing the development and implementation of marketing plan. A 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 community in which Crisis Control Ministry serves.
- 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. Oversees and manages all aspects of the major gifts and planned giving campaigns.
- B. Maintains prospect and donor database as it relates to major gifts and planned giving.
- C. Meets with major gift and planned giving prospects and their advisors.
- D. Develops relationships with and provide information about Crisis Control Ministry to prospective donors, professional financial and estate planners, and other constituents.
- E. Establishes procedures for tracking and qualifying prospects. Maintains 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. Supervises the Public Relations & Marketing Manager and Database Manager.
- A. Acts as the primary staff liaison to the Philanthropy Committee.
- B. Plans, organizes, and facilitates the weekly Admin Team meetings.

VI. Proposal Writing/Prospect Research/Planned Giving

- A. Conducts prospect research and coordinates outreach to prospective donors.
- B. Identifies foundation prospects for cultivation and solicitation.
- C. Creates and writes grant proposals, funding reports, letters, and other correspondence.
- D. Oversees and manages the coordinated planned-giving program.

VII. Marketing and Special Events

- A. Serves as the co-administrator of the website.
- B. Oversees the development and implementation of the marketing plan.
- C. Supports the Public Relations and Marketing Manager with the coordination and implementation of fundraising projects and special events.
- D. Oversees the philanthropy budget for special events, fundraising projects, and general marketing.

VIII. Data Management and Reporting

- A. Prepares the monthly reports for the Philanthropy Committee and Board of Directors.
- B. Oversees the best practices and procedures for the donor database.

IX. Other responsibilities

- A. Represents the agency at public and media events, as needed.
- B. Participates on Crisis Control Ministry committees, as needed.
- C. Plans and coordinates with other staff (i.e., Volunteers, PR, Operations, Food Pantry) fundraising activities and special events that support the marketing and philanthropic efforts of the ministry.
- D. Participates in volunteer engagement by encouraging prospective and current volunteers, showing appreciation to volunteers, and holding volunteers accountable.
- E. Supervises philanthropy intern(s) and co-supervise administrative volunteers.
- F. Serves as a staff representative as needed for agency tours and community events.
- G. Performs other duties as assigned.