



**Job Title:** Director of Philanthropy

**Reports To:** President & CEO

**Status:** Exempt Employee / Member of Executive Management Team

**Purpose of Position:** The Director of Philanthropy is responsible for increasing the chapter's revenues by achieving annually defined fundraising goals through the identification, cultivation and execution of solicitation strategies for all major, planned, and foundation gifts.

**Primary**

**Responsibilities:**

**Development**

- Prepares the annual development plan and budget, with specific emphasis on articulating revenue targets for major and planned gifts, tactical plans for cultivation and solicitation of major gifts
- Plan, coordinate and execute assigned fundraising efforts that focus annual gifts from individuals, companies and philanthropic foundations.
- Conduct prospect research in support of major gifts and foundation grants cultivation and solicitation efforts to advance existing donors and develop new donors.
- Plans and implements donor acknowledgement, recognition and cultivation activities to upgrade donors and identify major gift prospects.
- Works with the Special Event Manager to coordinate soliciting sales and sponsorships for special events and provides advice and direction as needed in planning and execution for benefit events.
- Works with the Corporate Alliances Manager to grow engagement, work place giving campaigns, and national campaigns
- Provides staff support to the Board's Development Committee, major event committees, and to other volunteer task groups involved in fund raising.
- Ensures the integrity of the donor database and its utility in segmenting, researching and targeting donors and maintains donor files and records.
- Works with the Manager of Volunteer Services to prepare volunteer and staff teams for solicitations.
- Organizes solicitation plans, approaches, and participates in direct solicitation as appropriate.
- Nurtures network of contacts to enhance the Foundation's ability to achieve its mission. (e.g. - local non-profit leaders, and other chapter and Make-A-Wish resources)
- Works at the direction of the CEO on special projects such as annual campaign, endowment fund, etc.
- Oversees the process of identifying grants and writing proposals

**General Authority:**

Authorized to enter into contracts on behalf of the organization and has spending authority as determined in the annual budget.

- Qualifications:**
- BS/BA required
  - CFRE, CAP certifications a plus
  - Minimum of 5 years proven record of accomplishment in individual and major gifts. Planned giving experience a plus
  - Proven track record of creating and implementing annual fund development plans
  - Ability to manage a wide variety of individual projects that require meeting deadlines and budgets
  - Proven ability to work effectively with a wide variety of people
  - Excellent written and oral communication skills
  - Ability to successfully work in a collaborative, team-oriented organization
- Skills & Abilities:** Professional appearance and demeanor, aptitude for working with computers, customer service orientation, and ability to handle many projects simultaneously. Proficient with donor data management software preferably Raiser's Edge and/or Salesforce. Must be a team player and have a valid driver's license.
- Expectations:**
- Excellent understanding of all Foundation policies and procedures especially in the area of Fund Raising and Development and Chapter Management
  - General working knowledge of all areas of the Foundation
  - Participate fully as part of the staff team
  - Take an active role in the growth of the Foundation
  - Take initiative for personal and professional growth and skills training
  - Commit to open and honest communication with team members
- Other:** Job requires travel throughout the fifteen county region and some travel for national training opportunities.