

SENIOR DIRECTOR OF PHILANTHROPY

POSITION DESCRIPTION:

Provide leadership and direct service in advancing philanthropy within the agency and the Board of Directors by developing, implementing and achieving the agency fund development plan towards the goal of an increased donor acquisition and retention with an emphasis on major gift donors.

KEY AREAS OF RESPONSIBILITY:

1. Assists the CEO/ED with the planning, development, and implementation of the agency fund development plan.
2. Work to develop and implement a major gifts program within the agency.
3. Work with the CEO/ED, Board, staff and volunteers to build a culture of philanthropy.
4. Provides supervision and training opportunities to Fund Development Manager and Development Associates. Monitors and regularly reviews performance for successful achievement of:
 - a. Revenue goals and special events.
 - b. Accurate and up-to-date record keeping and data base management of donors and prospects for the purposes of donor maintenance and development.
 - c. Speaker's bureau requests, tours and other community relations activities.
 - d. The holiday gift program and in-kind donation management.
 - e. The volunteer program.

Direct Service

Philanthropy:

1. Responsible for the development, implementation and actualization of a major gifts program within the agency
 - a. Identify, research, engage, cultivate, solicit, and steward individual donors with the capacity for gifts of \$10,000 and above.
 - b. Engage and facilitate the Board of Directors' participation in identifying, cultivating, soliciting, acknowledging and stewarding major donors.
 - c. Create and execute individualized plans and goals for each identified donor toward the goal of engagement and retention.
 - d. Deliver on-going, personal reporting to donors on the impact of their investments.
 - e. Provide monthly reports of donor cultivation and stewardship activities.
 - f. Track all donor contacts and proposal through timely, complete documentation via Donor Perfect.

Management

Supervise Annual Fund Manager:

2. Oversees and advises the Annual Fund Manager regarding the annual luncheon to ensure:
 - a. The conceptualization, planning, implementation and management of the annual luncheon.
 - b. The solicitation and verification of corporate/board sponsorships and participation
 - c. A unified, cohesive luncheon theme
 - d. An accurate and time specific program
 - e. Coordination and timely communication with venue personnel, event speakers and MC
3. Oversees and advised the Annual Fund Manager to ensure the cultivation and engagement of donors via:
 - a. Planning, developing and initiating the annual Give Big and Giving Tuesday campaigns

- b. Planning, developing and initiating the annual year end campaign
- c. Planning, developing and initiating of other fund raising campaign or events
- d. Identify, engage, cultivate, solicit, and steward individual donors with giving capacity between \$5,000 - \$10,000
- e. Timely donor acknowledgement thank you letters

Supervise the Development Associate:

- 4. Oversee and advise the Development Associate to ensure the engagement and management of volunteers by:
 - a. Adherence to the volunteer engagement and management plan in coordination with agency program personnel
 - b. Coordination and oversight of large volunteer groups in coordination with the Facilities Mgr
- 5. Oversee and advise the Development Associate to ensure the coordination and management of the in-kind gifts program via:
 - a. Timely gift processing and acknowledgement
 - b. Coordination and communication with program personnel regarding in-kind needs
 - c. Communication and advancement of in-kind gift needs

Agency Advancement

- 6. Works with the Agency Communications Manager:
 - a. To insure a coherent, strategic, brand consistent message to donors and volunteers
 - b. Develop collateral that meets philanthropy goals and objectives

ESSENTIAL JOB REQUIREMENTS

- 1. A Bachelor's or Master's degree, CFRE a plus
- 2. Five years of experience in development at a not-for-profit.
- 3. Three years of experience in major gifts fundraising with proven experience in securing 5–6 figure gifts.
- 4. Prior experience in supervision and management
- 5. Communicates clearly and effectively, both verbally and in writing.
- 6. Ability to relate well with diverse donors, staff and volunteers
- 7. Ability to effectively and efficiently work on multiple tasks.
- 8. Ability to complete emergent assignments within the time frame.
- 9. Ability to work with others in a position of responsibility.
- 10. Able and willing to work evenings and weekends as needed.
- 11. Ability to exercise discretion and professionalism and maintain customer and employee confidentiality.
- 12. Computer Proficiency (Word, Excel, Publisher, Power Point).
- 13. Commitment to the Vision, Values and Mission of the agency.

SUPERVISOR: Executive Director / CEO

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or Senior Director of Operations (extension 235) as soon as possible.

I, _____, have read this and understand this is my job description as an employee of Ryther.

Signature

Date