



# Director of Philanthropy

**ABOUT US:** The League's vision is full inclusion of people with disabilities in all aspects of community life. The League's mission is to provide and promote opportunities that empower people with disabilities to achieve their potential. The League is a Center for Independent Living (CIL). CILs are the primary organizational advocacy and service delivery systems that represent and promote the Independent Living Movement and its Philosophy.

## **OUR VALUES:**

### **Value people with disabilities.**

We believe that people with disabilities are the true experts in issues that affect their lives.

Therefore, in all of our interactions, we respect people with disabilities as service consumers instead of as patients or clients who need to be "fixed", "rehabilitated" or cared for by providers.

### **Value consumer control.**

We believe that people with disabilities are entitled to have control over the decisions that impact their lives.

Therefore, consumers provide the direction for the League services that they receive, constitute the majority of the League's Board of Directors and staff, and are encouraged to participate in other decision making bodies that are relevant to their issues.

### **Value equal opportunity.**

We believe that all people should have the opportunity to use their strengths and abilities to achieve their potential.

Therefore, we work at the individual and systemic levels to promote equal access to opportunities in society that people with disabilities need to achieve their potential.

### **Value diversity of thought and ideas.**

We believe that this diversity stimulates innovation, creativity, knowledge, and understanding that makes the League a more effective organization.

Therefore, we actively work to include people from diverse backgrounds and cultures in the League's Board of Directors, staff, and consumer service population in order to have access to the widest possible range of thoughts and ideas.

### **Value the community.**

We believe that we have a responsibility to contribute to the overall quality of life in the community.

Therefore, we share our knowledge, expertise, and physical facilities with others for the betterment of the community.

### **Value quality.**

We believe that consumers, funders and communities in which we operate are entitled to nothing less than our best efforts.

Therefore, we hold ourselves accountable for providing quality programs and services, managing our resources in a fiscally responsible manner, and reflecting this commitment to quality in action and appearance.

**WHAT IT'S LIKE TO WORK FOR THE LEAGUE:** The League strives to provide impactful programs and services for our consumers and our communities while maintaining a healthy work-life balance and positive, team-oriented atmosphere. We are about 50 employees strong, plus a great group of contractors, volunteers, and an engaged Board of Directors.

### **POSITION OVERVIEW**

As the key development leader, this individual works with the President/CEO, the Board of Directors, the Marketing & Resource Development Committee, volunteers, and League staff to plan, coordinate, implement and evaluate our strategies and activities designed to meet the League's philanthropic and marketing goals.

### **EXPECTED RESULTS**

- Accomplish at least 80% of the annual action items identified in the League's Resource Development Plan
- Annual contribution income is no less than 80% of the annual goal
- Conduct at least two special events per year with total revenue that exceeds event expenses by at

### **COMPENSATION PACKAGE**

**Starting Salary:** Competitive based on experience & education

**Raises and Bonuses:** Within budget constraints, eligible for performance-based raises annually and/or performance bonuses.

#### **Monetary Insurance/Retirement Benefits:**

- Medical & Dental Ins. \$1/per paycheck (estimated value \$7,500—\$10,000 per year)
- \$3,015 Health Reimbursement Account
- 403b Account (League contribution equal to 4.5% of salary)
- Tax Deferred Annuity (your contributions)
- Professional Development Allowance

#### **PAID LEAVE**

- 14 paid holidays per year
- 5 paid vacation days after six months, 10 paid vacation days after 12 months (increases over time with company)
- 6 paid sick days per year
- 2 personal days

#### **WORKPLACE**

Positive culture, team-oriented atmosphere, passionate and dedicated coworkers, room for growth, flexible work locations/times available.

#### **LOGISTICS**

Exempt, 38 hour/week position Flexible schedule, some evenings and weekends required

**To apply, submit resume and cover letter to: [kimr@the-league.org](mailto:kimr@the-league.org)**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Responsibilities include, but are not limited to:

**Service Delivery:**

- Incumbent does not have any direct service delivery duties.

**Public Relations/Marketing**

- Serve as the League's brand manager to ensure that appropriate branding and messaging through the development of procedures and guidance for all external communications are consistent with the League's messages and image.
- Lead the development and implementation of the League's marketing and branding efforts.
- Collaborate on the development of marketing plans for the agency's fee-for-service ventures.
- Build a greater public awareness and understanding of the League's mission, vision and programs with an emphasis on expanding donor involvement through presentations, tours, press releases, other related media, and other activities.
- Serve as manager for the League's LinkedIn social media.

**Administrative and Clerical**

Provide staff support for the agency's Marketing & Resource Development Committee.

- Serve as a member of the League's management team.
- Record community activities, and information and referral contacts in the League's management information system.
- Perform clerical functions associated with the position using the League's computer and office equipment.

**Financial (Fund Raising)**

- Cultivate relationships with community leaders and individuals in order to expand the League's base of semi-annual, major gifts, and planned gift donors.
- Engage in donor cultivation activities with existing donors in the areas of increased gifts, major donations, and planned gifts.
- Assist in increasing the number of gifts the League receives through its semi-annual fund-raising campaigns.
- Research, cultivate and solicit major gifts by moving donors through the giving continuum, and support the Board in these activities.
- Assist the President/CEO in introducing planned giving to agency donors.
- Work closely with the President/CEO and the Donor Relations & Grants Coordinator to ensure successful coordination of efforts.
- Design and implement strategies to obtain endowment gifts.
- Plan, coordinate implementation, and evaluate fund raising events.
- Develop fund raising materials in support of the League's fund-raising activities.
- Assist the President/CEO, Board of Directors and volunteers in obtaining funding for special projects, programs and capital needs.

## Planning

- Serve as the staff lead in the development of the League's Resource Development strategy and annual plans.

## Personnel

- Provide fund raising training and support for League staff and Board;
- Provide orientation for new staff on the development team, and provide/coordinate ongoing training for team staff;
- Supervise all development team staff;
- Evaluate performance of all development team staff;
- Annually review and, as needed, modify development team staff job descriptions;
- Initiate corrective actions for development team, as needed;
- Maintain a positive work environment;

**QUALIFICATIONS, REQUIREMENTS and DEMANDS:** To perform this job successfully, an individual must be able to perform each essential duty. The requirements below are representative of the skills, knowledge, and/or abilities required. Prefer a qualified person with a disability.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree from an accredited college/university and four years successful experience in fund raising and/or sales as a paid professional or an equivalent combination of education and experience. Post-secondary education training in fund raising preferred.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common professional journals, donor information and donor guidelines. Ability to respond to common inquiries or complaints. Ability to effectively present verbal and written information to donors, prospective donors, professional organizations, top management, public groups, and/or boards of directors. Ability to independently write correspondence, reports, e-mail, funding proposals, and other documents, that are accurate and complete using correct grammar, punctuation and spelling.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers common fractions and decimals. Ability to calculate figures, percentages, and ratios.

**INTERPERSONAL SKILLS:** Ability to work cooperatively, effectively and efficiently with volunteers, agency board members, staff members, agency management and the general public. Ability to quickly build positive relationships with volunteers, agency board members, staff members, and visitors/callers. Ability to work independently, maintain positive working relationships, and function consistently as a contributing member of the League's staff and management team.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and regulations in legal form or in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** Ability to regularly talk and hear to communicate, regularly use fingers, hands, and arms to manipulate objects, regularly sit, stand, and walk and, occasionally lift/move up to 20 pounds.

**EQUIPMENT OPERATION REQUIREMENTS:** Ability to independently operate, or learn to independently operate League office equipment, such as fax and copy machines in order to perform job related duties and assignments.

**TRAVEL REQUIREMENTS:** Ability to travel independently occasionally throughout the League's service region and, occasionally in an interstate region.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions while traveling to service locations. Noise levels while traveling are usually moderate. While performing the duties of this job, the employee typically works in the League's office environment. The noise level in this work environment is usually low.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required. CFRM or CFRE desired.

The League for the Blind and Disabled, Inc. is an affirmative action, equal employment opportunity employer, and is committed to making reasonable accommodations needed by qualified individuals with disabling conditions that enable them to perform the essential functions of the position.

**People with disabilities and members of other marginalized populations  
strongly encouraged to apply.**