

Job title	Director of Philanthropy
FLSA Status	<i>Exempt</i>
Employment Status	<i>Full-time</i>
Reports to	<i>Chief Executive Officer</i>
Pay	<i>\$90,000</i>

Job purpose

In collaboration with the Chief Executive Officer and the Board of Directors, the successful candidate will lead all Advancement/fundraising activities for Child Advocates, including establishing fundraising goals, objectives, strategies, policies, and procedures. This individual will be proven fundraising professional with experience in building and leading an Advancement team, have an entrepreneurial spirit, and be an excellent communicator who is results orientated with a genuine passion and enthusiasm for engaging volunteers and donors to support the Child Advocates mission.

Duties and responsibilities

- Serve as the lead resource in creating a culture where philanthropy is valued organization-wide; cross-training other departments on their role in cultivating donor relationships
- Build and lead an Advancement Team to conduct all fundraising and communications/marketing activities, including grants, annual giving, events, corporate sponsorships, social media, stewardship, and major and planned giving
- Review and implement an annual fundraising plan and individualized donor portfolios and strategies to meet budget goals
- Cultivate and steward volunteer and donor relationships that result in one-on-one meetings and individualized/personalized moves that lead to financial support to meet budget goals
- Actively engage the Chief Executive Officer and Board of Directors in the fundraising process
- Establish goals.
- Lead efforts to grow the individual giving program at Child Advocates with emphasis on a major/planned donor program
- Serve as the lead staff for capital campaign fundraising initiatives
- Provide support for fundraising & public relations events & activities
- Assume responsibility for new donor acquisition, major gifts, and planned giving efforts, initiatives, and programs

- Manage staff responsible for the management of donor records in the organization's database (Bloomerang) as well as all of the records and files that relate to the Advancement team
- Represent Child Advocates at community events as requested
- Develop strategies and information to identify and cultivate prospective donors
- Understand the mission and vision of Child Advocates and be able to communicate those values to others
- Perform other duties as assigned

Qualifications

- Bachelor's Degree and broad experience in fundraising management including major/planned giving, annual giving, and grants
- Minimum of 5-8 years of relevant senior-level experience in fundraising.
- CFRE or other professional designation preferred
- Experience in volunteer leadership and team building, leading, mentoring, and managing a team of fundraising professionals
- Demonstrated success in meeting annual fundraising goals
- Superior communication and organizational skills to track and monitor deadlines, reports, communications, etc.
- Familiarity with the strategic use of events to engage volunteers and donors.
- Significant experience cultivating and soliciting face-to-face major and/or planned gifts
- Experience leading, managing, and motivating staff and an ability to work harmoniously with diverse groups of individuals
- Knowledge and skill in computer use.
- Strength of character, honesty, integrity, analytical, humor, and flexibility are necessary and important
- Strong oral and written communication and language skills Knowledge of management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources

Working conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, use hands, handle or feel, reach with hands and arms.

Direct reports

Annual Giving Manager
Development Coordinator

Child Advocates, Inc. is committed to a diverse and inclusive workplace. Child Advocates, Inc. is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.
