



Director of Philanthropy Job Description

Summary

The Director of Philanthropy serves as the principal fundraising officer and grants manager for GEDCO. He or she is responsible for the oversight, planning and implementation of a comprehensive fundraising program that secures the significant financial resources from individuals, foundations, corporations and others to support GEDCO's Strategic Plan. S/he manages all major gifts functions, which include principal (\$1M+) gifts, planned giving, donor prospecting and research, and special one- or multi-year fundraising campaigns. S/he works with other senior program staff and board members to establish fundraising goals and is accountable for these goals. S/he hires, manages and establishes fundraising goals for fundraising staff. S/he motivates and coordinates the efforts of a multi-disciplinary staff team and volunteers – including the GEDCO Board of Directors – in the identification, cultivation, solicitation and stewardship of donors.

The Director of Philanthropy also manages the relationships with GEDCO member organizations and cultivates new member prospects. The Manager also manages communications and marketing and supervises an effective volunteer program. H/She also manages a personal portfolio of 30 to 40 prospects and guides and supports the GEDCO CEO in her fundraising work. S/he focuses on long-range strategic plan priorities, seeking to raise multi-year commitments when possible and communicates a broad vision to others. The Director of Philanthropy understands and complies with all gift-related policies and procedures and ensures ethical compliance, as defined by the Association for Fundraising Professionals. The Director of Philanthropy is supervised by the Chief Executive Officer and supervises in turn the philanthropy staff and senior fundraising volunteers.

Responsibilities

Fundraising and Event Coordination:

- Organizes and implements fundraising opportunities and events for organization.
- Implement, track, and follow up on annual, sponsorships, planned giving, other giving campaigns, and other department initiatives.
- Makes calls and schedules visits with potential and current donors to nurture their interest in GEDCO.
- Coordinate the timely dispatch of acknowledgement letters for financial and in-kind donations.
- Oversees gift acceptance.
- Coordinates monthly reporting and financial recording with the Finance Department for board reports and audits.
- Research and write grants; provide timely reporting and ensure compliance as required with grant awards.
- Coordinate data base use and management for donor records and acknowledgements.
- Keep master calendar for development work and manage adherence to its tasks and timelines.
- Serve as staff for the Resource Development Committee.

Communication and Marketing:

- Identify and apply innovative technologies that will assist GEDCO's development and communication efforts.
- Manage GEDCO website messaging, its content, and interactive use.
- Create, maintain, and apply best practices and policies for online and print communications.
- Implement social networking and marketing strategies to increase visibility of GEDCO.
- Keep master calendar for communications/marketing and manage adherence to its tasks and timelines.

Membership and Volunteerism:

- Manage staff that will serve as coordinator of Member Organization relations:
 - Encourage Member donations of volunteer time, talent, and funds.
 - Update, develop new, and maintain membership materials.
 - Maintain and further develop relationship with Member Organizations and their leadership.
- Identify, recruit, nurture, and secure new Member Organizations.
- Supervise the standardization, improvement, and maintenance of all aspects of the GEDCO volunteer program, including volunteer recruitment, cultivation, orientation, scheduling, retention, training, recognition, and evaluation.

Board of Director's Support:

- Prepare reports, statistics, and other documents, and provide general support as needed for executive management, the Resource Development and Marketing Committees, and the Boards of Directors.
- Help with board member events/materials/communication.
- Maintain current list of board members (names, positions, addresses, phone, email).
- Keep copies of all board meeting documents in appropriate file/binders.
- Ensure confidentiality of all privileged and proprietary GEDCO information.
- Serve as staff liaison with consultants for public relations and communications tasks.
- Other duties as assigned.

Education/Experience:

- Bachelor's degree in marketing, communications or the liberal arts.
- At least five (5) years' fundraising experience.
- Management experience, including the ability to motivate, leads, set objectives and manage the performance of a board of directors or volunteers. Ability to foster an environment of creativity and professional growth.
- Expert knowledge of current and evolving trends in major-gifts giving and solicitation and fundraising campaigns.
- Proven success in asking for and closing major gifts.
- Building and maintaining long-term relationships with major individual donors, foundations and corporations.
- Proven success in writing and securing grants.
- Working and effective understanding of the basics of charitable gift planning.
- Knowledge of more advanced gift planning concepts a plus.
- Business planning experience a plus.

Supervisory Responsibility:

This position supervises one staff person – The Resource Development Associate.

Physical Demands:

This job requires the employee to stand, stoop, bend, climb stairs, and lift up to 20lbs. The position requires fine motor skill of typing, writing, filing and visual acuity. This position requires the ability to speak clearly and understandably.

Work Environment:

Working conditions consist of a regular office environment for all functions of the job. 10% of time may be allocated for local travel to/from member organizations, individual donors, board members, or funders as part of this position.