



Director of Philanthropy

POSITION SUMMARY

The Director of Philanthropy reports to the Executive Director. He/she will be charged with developing and growing philanthropic revenue streams, providing vision and outlining strategy to ensure adequate and growing financial resources, brand management and leverage, and maintaining a high level of community engagement. As a thought partner and collaborator with the Executive Director, the DOP will analyze trends and identify ways to increase donor participation and acquisition. Key responsibilities include creating OH's development and marketing strategies, soliciting funding through a variety of tactics with a focus on major and planned gifts, corporate sponsorships, in kind gifts and an annual fund while directing OH's marketing and communications efforts. The Director of Philanthropy will lead a variety of efforts to engage, cultivate, solicit, and steward donors. This position also works with the Board of Directors in creating successful philanthropic strategies and to leverage board members' time and contacts in pursuit of funding.

ESSENTIAL FUNCTIONS:

Development

- Conceive of and execute comprehensive development plans and strategies. Be responsible, with the Executive Director, the Board of Directors, and staff team for engaging community support and raising funds to support OH's mission and programs.
- Create and manage major gifts giving program, carry a portfolio of major donor prospects; and identify prospects, cultivate, solicit and steward donors.
 - Identify and solicit a growing portfolio of in-kind giving opportunities.
 - Create and implement an annual fund to build a broad base of supporters (\$1-4,499)
 - Investigate, research, and pursue program partnerships and strategic alliances that will extend OH's brand and increase avenues of support specifically in the government sector.
 - Oversee revenue event coordination including sponsorships.
 - Perform data analytics to drive strategy for the program.
 - Conduct prospect research on relevant donors and prospects
 - Manage the donor database.
 - Work with Board of Director's Philanthropy Committee to review, monitor and assess fund raising programs, and identify meaningful ways for Board members to participate in revenue-generating activities.
 - Work closely with the Executive Director to oversee gift acceptance, allocation, and acknowledgement processes and ensure reconciliation with financial systems.



Marketing & Communications

- Conceive of and execute comprehensive communications plan and strategies including public relations, media relations, online giving, digital communications, and key messaging to raise OH's visibility.
 - Oversee development, protection and updates to OH's brand, including print and digital collateral, websites, social media profiles, and other marketing and advertising materials.
 - Articulate OH's mission in a succinct and compelling manner to engage others.
- Work closely with the staff team to ensure that program, development, and marketing initiatives are integrated.

KNOWLEDGE, SKILLS and ABILITIES:

- Commitment to OH's mission and core values
- Experience with and knowledge of best practices in Annual Giving; Major and Planned Gifts; Corporate Sponsorships; and Nonprofit Marketing and Communication
- Demonstrated success effectively researching, identifying, cultivating, soliciting and stewarding prospects and donors
- Ability to cultivate relationships with a variety of people (donors, community members, sponsors, vendors, etc.)
- Experience working with volunteers.
- Experience with and knowledge of local and national philanthropic communities
- Experience in data analytics and donor database software solutions.
- Excellent leadership, management, writing and communication skills
- Self-motivated and able to work independently to achieve a common goal
- Exceptional organizational skills and attention to detail
- Ability to work well under deadlines and to juggle multiple priorities simultaneously
- Excellent interpersonal and communication skills, both written and verbal
- Ability to work a flexible schedule, including some evenings and weekends
- Proficiency in Microsoft Office and social media applications

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required; advanced degree or certification preferred
- 5-7 years of nonprofit fundraising and marketing experience

Please submit cover letter and resume to miriam@operationhome.org