

***YWCA CENTRAL CAROLINAS***

**Position Description: DIRECTOR OF PHILANTHROPY**

**Department: Philanthropy Dept. Code: 011-020**

**Reports to: Chief Executive Officer Status: Exempt**

**Date: January 27, 2020 Salary Range: $62,000-72,000**

**Position Objective:**

Working in concert with the chief executive officer, maintain and expand funding streams which include individual and corporate donors, grants from foundations, government entities and other sources, and develop planned giving.

**Education/Experience:**

Bachelor’s Degree in English, Journalism, Public Relations/Communications or equivalent education and/or experience required. Minimum of three years’ experience in non-profit philanthropy required. Management experience required.

**Duties and Responsibilities:**

* Working in concert with CEO, provide leadership in fundraising, public relations, and donor relations. Guide team and board in practice of outstanding donor stewardship.
* Responsible for the maintenance and expansion of funding streams which include individual and corporate donors, grants from foundations, government entities and other sources, and planned giving development. Conduct prospect research.
* Responsible for timely management of grant process including grant applications, compiling program information, filing required reports, maintaining calendars and tracking information.
* Set and maintain high performance standards, paying close attention to detail, accuracy and completeness. Show concern for all aspects of the job and follows up on work outputs.
* Uphold the integrity of the image of YWCA Central Carolinas and provide leadership in public relations and communications initiatives regarding funding for the YWCA.
* Supervise Philanthropy staff: philanthropy manager (grant writing), community engagement manager (racial justice, advocacy, volunteers), and marketing coordinator (print, on-line and social media communications.)
* Work with the CFO and CEO in creating budgets and setting fundraising goals. Monitor Racial Justice, Marketing, and Philanthropy budgets to ensure projected revenue and program expenses align with budget and strategic organizational priorities.
* Give agency tours, sharing responsibility with trained philanthropy team members.
* Attend quarterly Endowment board meetings and take minutes.
* As staff liaison to the board’s Donor Relations Committee, work in concert with president-elect as DRC chair to set agenda and schedule monthly conference call.
* Analyze donor strategy and implement YWCA's Development Plan.
* Build cross functionality among YWCA team members.  Provide thoughtful coaching and development to staff members to increase their leadership capacity.

* Guide Marketing Coordinator in social media, website administration, marketing plan.
* Guide philanthropy team in the development of special events including annual luncheon, donor appreciation, donor cultivation activities, awards program, and other events hosted by or for the benefit of the YWCA.
* Represent YWCA well at functions including community and government activities.
* Communicate and work with donors, staff, volunteers, and consultants to meet program needs and goals.
* Additional duties as required by the Chief Executive Officer.

**Core Competencies:**

* Highly effective leadership; demonstrates a fundamental respect for the dignity of others. Works collegially and is a proven team builder. Inclined to coach and teach in order to improve knowledge and ability of others while also holding people accountable for results.
* An effective communicator with demonstrated written, presentation and facilitation skills.
* Understands and values quality improvement; applies managerial and technical skills to measure and improve efficiency and effectiveness and ensure compliance with all regulatory and contractual obligations. Able to effectively address overlapping projects and deadlines. Adaptable and reliable in face of conflict, crisis, or changing priorities.
* Able to lead a team in managing multiple and often simultaneous tasks and in creating a work environment recognized for a high level of organization, timeliness, cost-effectiveness, accuracy, and results.
* A demonstrated commitment to diversity and inclusion, valuing a diversity of perspectives and encouraging contributions by all team members.
* Business “literate,” understands financial reports, applies data to assess business effectiveness and efficiency and acts in a fiscally responsible manner.
* Politically astute and tactful; attentive to the perspectives and competing interests of various internal and external relationships: employees, program participants, Board of Directors, and supporters.
* Ensure staff know and are held accountable to comply with policies and procedures.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform their job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit, and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.

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