

Charlotte Mecklenburg Dream Center

Job Title: Director of Philanthropy

Location: Charlotte, NC

Base Pay: \$100,000 - \$110,000 / Year

Other Compensation: Benefits package & meal stipend

Employee Type: Exempt

Job Category: Fundraising, Full Time

Mission: To see lives transformed through the power of the gospel.

Description

POSITION SUMMARY:

Under the direction of the Executive Director and consistent with the organization mission, the Director of Philanthropy's primary responsibility is the solicitation of financial gifts from high level donors. This is done through the leading of community-wide fundraising initiatives including, but not limited to, activating major gifts solicitations and corporate gifts, annual campaigns, planned giving, special events and capital campaigns. He/she identifies and manages relationships with donors/prospects, corporations, and foundations who have the capacity to provide financial support and connects the interests or mission of the Dream Center to these funding sources. The Director of Philanthropy also works closely with the President & CEO, Board of Directors, and key stakeholders in all development and fundraising endeavors. The Director will manage the organization's annual fundraising event as well as lead a development team.

ESSENTIAL FUNCTIONS:

- As part of the Financial Development Team, develop and help implement the organization's annual giving strategy as it relates to individual giving.
- Lead the organization's strategy related to planned giving, including trainings, sharing best practices and working with donors to pursue planned gifts.
- Partner with other Financial Development Team members on joint asks of donors ensuring collaboration and efficiencies.
- Manage a portfolio of 150 individual prospects identifying opportunities to engage them as potential volunteers and donors.
- Provide capital campaign strategic leadership, particularly in conjunction with the farm (housing initiative).

- Partner with Executive Director to solicit organization's Board Members as major gift prospects. Goal is to eventually get the Board to give the industry best practice of at least 25% of the Annual Campaign goal.
- Lead the fund-raising activities to assure the most effective methods of soliciting and receiving large gifts.
- When appropriate, partner with board members on development calls and make asks.
- Manage campaign data base (Bloomerang) and produce donor reports as needed.
- Research and identify prospect history for donors, compile data for face-to-face fundraising efforts and track results. Often this will involve preparing prospect solicitation briefings for the CEO, Executive Director and other high-level stakeholders.
- Responsible for confidential and sensitive donor and prospect information (income levels, giving histories, net worth, etc.), ensuring all information is stored securely and shared appropriately.
- Responsible for developing retention and growth strategies to increase annual campaign donors (number and giving) and sponsors.
- Direct the creation of Planned Giving collateral in conjunction with the Marketing consultant.
- Work with the Executive Director to plan, manage and execute cultivation, solicitation and stewardship events with the support of the fundraising committee and board volunteers.
- Participate in organization teams as assigned.
- Other duties as assigned.

Dream Center Core Values:

Kingdom of God, Excellence, Loving Kindness, Servant Lifestyle, Integrity & Peace

QUALIFICATIONS:

- Four-year degree in a related field and a minimum of 6 equivalent years of experience in non-profit or faith based organizations.
- 4+ years experience in Philanthropy and Planned Giving fundraising and the management/recruitment of volunteers
- Proven track record of raising \$2M+ annually and has managed a portfolio of 150+ donors
- Experience with creating a planned giving program, preferred
- Experience in grant writing and reporting, preferred
- Demonstrates confidence in face-to-face solicitation
- Self-starter with drive, motivation and proven history of reaching/exceeding fundraising goals
- Excellent interpersonal skills to develop fruitful, sustainable relationships with members, volunteers, and staff

- Strong written and oral communication skills
- Possess excellent leadership and organizational skills; capable of developing and executing fundraising strategies
- Professional presence with key stakeholders and possess the ability to influence without authority
- Must be able to manage multiple priorities and project initiatives at the same time
- Works well under pressure and possess effective time management skills
- Strong computer skills in all Microsoft applications (Word, Excel, PowerPoint, Outlook email)
- Working knowledge with Bloomerang database or comparable financial development software or database management tool (preferred)
- Exercise sound judgement with the handling and managing of confidential information

WORKING CONDITIONS:

- Ability to work a 40-hour week with irregular work hours when necessary.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.

To Apply: Submit resume and cover letter to Victor Nicholson: Victor@cltdc.org