

POSITION DESCRIPTION

POSITION:

Director of Philanthropy

JANE'S FUND:

Diagnosed with DIPG, a pediatric brain tumor without a cure, on March 5, 2019, Jane Harrell died five months later. Jane lived a life of service and embraced her journey to Heaven with grace and bravery, choosing to love others more than herself. Jane's parents, Jane and Mike Harrell have since established Jane's Fund, a public charity that supports projects that SHINE LIKE JANE. Project focus areas will include supporting families with children diagnosed with terminal pediatric cancer and investing in children attending Title 1 schools to ensure they have their basic needs met and opportunities to engage in sports, music, camp, etc. In its first few years, Jane's Fund has experienced significant growth thanks to strong community investment. More than \$2.7 million has been deployed into the community to support 70 projects for families caring for a child dying of cancer and numerous projects in 18 schools.

Mission: Jane's Fund exists to pour love and light into the community by providing encouragement and financial support to children and their families experiencing personal hardship. By providing resources to individuals and other nonprofits with a similar mission, Jane's Fund seeks to improve the educational, medical, and physical well-being for children, giving the opportunity of new life, hope, and a thriving future.

For more information, please visit www.shinelikejane.org.

REPORTS/RELATIONSHIPS:

This position will be part of a committed, dynamic team, including Jane's Fund's Executive Director, Development Associate, and Founders. The person in this position will report to the Founders.

BASIC FUNCTIONS:

Jane's Fund aims to break the mold of traditional nonprofits and seeks an innovative, dynamic fundraiser with a passion for the organization's mission as well as a strong commitment to teamwork and personal humility. This person will be responsible for planning and executing Jane's Fund's comprehensive development strategy which includes the management of donor engagement, major gifts, campaigns, events, and stewardship.

Specific duties will include, but not necessarily limited to:

- With the team this person will plan, develop, evaluate, coordinate, and manage a comprehensive, donor-centered development strategy including: stewarding current donors; growing major gifts and annual appeal campaigns; monitoring and measuring progress and results; initiating appropriate modifications to meet goals and objectives.

- Maintain a major gifts portfolio in coordination with the Executive Director and Founders.
- Ensure timely and informative donor communication and recognition.
- Create strategies to attract new donors, foundations, and corporate partners to Jane's Fund; lead the cultivation and stewardship of prospective donors referred by the Founders, Executive Director, Board of Trustees, volunteers, and existing donors.
- Support the planning and execution of donor events in coordination with the team.
- Provide a high level of donor support and represent Jane's Fund professionally.

REQUIREMENTS:

- A minimum of five years of progressively responsible experience in fundraising within the nonprofit sector.
- Balance of experience preferred in the philanthropy areas of individual, foundation, and corporate giving for annual and capital campaigns.
- Creative, adaptive, innovative approach to nonprofit work; proven ability to balance establishment of structure with the ability to do so in new and unusual ways.
- Passion for and unwavering commitment to the mission and vision of Jane's Fund; personal alignment with the values of Jane's Fund.
- Ability to work collaboratively, engage and inspire others, and develop a rapport with diverse people and groups.
- Superior communication, written, and verbal skills, including public speaking experience; excellent interpersonal and customer service skills.
- Initiative-taking, action-oriented, self-starter with strong organizational skills, especially with planning and coordination; time and task management skills with a proven ability to manage multiple tasks and projects efficiently and effectively in a fast-paced environment; decision-making skills in a changing environment.
- Availability to work outside traditional business hours and travel locally as well as regionally and nationally on occasion.
- Bachelor's degree required.

COMPENSATION:

Compensation will be commensurate with experience including a competitive base salary, bonus opportunity, and competitive benefits package.

To make a nomination, provide a referral, or for additional information, please use the contact information below. To apply, please submit a resume and cover letter to:

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