

**The Relatives
Job Description**

Job Title: Director of Philanthropy, The Relatives
Department: Advancement- The Relatives
Reports To: Executive Director
FLSA Status: Exempt
Prepared By: Executive Director
Prepared Date: June, 2022

SUMMARY:

As the head of the Advancement team at The Relatives, the Director of Philanthropy plans and implements a comprehensive annual development plan utilizing the Benevon model of fundraising in partnership with Executive Director and Board of Directors to achieve fundraising goals to support The Relatives’ mission. The Director of Philanthropy is responsible for all aspects of advancement activities including donor prospecting, donor cultivation, donor recruitment, communications plans, etc. Works closely with the Board of Directors and Executive Director to identify and secure major gifts (multi-year commitments of \$1,000 or more per year). Leads efforts to bring in new donors, move annual donors to multi-year donor, and works with the Director of Grants and Strategic Initiatives to secure grants. Works with Marketing Coordinator to plan and execute a comprehensive marketing/communications plan to include Safe Place activities, annual report, newsletter, etc. Participates in strategy, budget, and goal setting process for The Relatives. The Director of Philanthropy serves on The Relatives’ leadership team and serves as an advocate and spokesperson for The Relatives within the community. Collaborates with Alexander Youth Network as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS (KPIs)
Lead team to meet annual advancement revenue goals	Strategize and secure 100% of The Relatives’ budgeted goals for Fundraising/Advancement.
Provides coaching and feedback regarding staff duties, performance improvement, training, and other staff development opportunities to direct reports.	Completion and documentation related to staff management including but not limited to bi-weekly individual supervision, monthly group supervision and annual performance evaluations completed for each staff member 100% of the time.
Provides leadership to maintain fidelity to Benevon Model	Meet 80% of goals on Benevon Form for Success Evaluation
Oversees annual giving	Philanthropy Manager meets 90% of KPIs
Ensure The Relatives is well-respected and thought of as a leader in our field.	Participates in events, representing The Relatives in the community as needed.
Develop and maintain compliance to the advancement operating budget in conjunction with the Executive Director	Adherence to department fiscal budget 100% of the time
Create annual development plan with specific goals around donor retention, budgeted goals, increased number of donors, moves management, etc.	Review progress toward annual development plan goals regularly and adjust strategies, as necessary.

Ensure adequate documentation of activities, relationships, etc. in agency database and prepare status reports as needed	Raiser's Edge is up to date with accurate information.
Oversee a comprehensive volunteer engagement strategy to meet The Relatives' programmatic and financial needs	Volunteer Engagement Officer meets 90% of KPIs.
Completes all mandated training	100% of required training will be completed within specified time frame

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Fundraising, Communication, Marketing or Business Administration preferred. 3+ years related experience required. Proficiency in MS Office applications and the Internet. Raisers Edge experience highly preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. Excellent communicator with good follow up skills.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as frequency distribution and correlation techniques.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

CFRE preferred.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Print Name: _____ **Employee Signature:** _____

Supervisor Signature: _____