



Children's Harbor - Director of Philanthropy

Job Summary: The Director of Philanthropy is responsible for planning, coordinating, And implementing the major donor program and capital campaign and supporting the activities of the development department to meet the organization's revenue goals.

Responsibilities:

Strategic Planning

- Develop an annual comprehensive major gifts plan with weekly metrics and quarterly milestones to achieve revenue goals. Plan should include prospect identification, cultivation, solicitation, and stewardship.
- Foster an understanding of philanthropy within the organization
- Develop and gain approval for an annual expenditure budget for the fund development program.
- Track and report monthly on progress in prospecting, cultivating, and stewarding major gifts.

Major Gifts:

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Oversee and manage all aspects of the major gifts program – managing all contributions including Harbor Keeper and Safe Harbor Society, and other individual donations.
- Utilize wealth management tools, social media, and donor database to track and cultivate donors and prospects.
- Work in collaboration with CEO, DD, and Board to select major gift prospects for cultivation, build relationships with major donor prospects, solicit donations from major gift donors, and design an effective major gift donor stewardship program.
- Create and implement moves management plans for prospects.
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation.
- Establish and maintain a donor cultivation cycle and gift stewardship program to ensure that new major donors are developed, have opportunities to increase their level of support annually.
- Connect agency with new prospects through involvement in local community networking activities.
- Coordinate Safe Harbor Society Mixers.
- Coordinate Major Gifts cultivation and recognition events.
- Support the launch of a capital campaign.

Development Department Support:

- Work with the development department to align efforts and set goals.
- Personally invite prospects and donors to community awareness and fundraising events.
- Provide back of house support for community awareness and fundraising events.

- Support the administration and board members in their cultivation and solicitation at fundraising events.

Communication & Cultivation:

- Acknowledge major donors through public and private recognition
- Prepare written materials, including correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program.
- Prepare marketing materials, including brochures, articles, and ads.
- Include a comprehensive communication/cultivation section in the Major Gifts Plan to promote the organization to its donors and maximize public awareness of prospects and donors.
- Help identify and solicit new relationships and maintain existing ones.
- Represent CH at select public speaking engagements and gives tours to prospects.
- Facilitate donor stewardship and cultivation activities- includes thank you letters, phone calls meetings, tours, and board engagement.

Marketing/Media Relations:

- Create & prepare materials for donor solicitation.
- Provide materials for social media postings and blogs.
- Provide information for donor recognition on website pages, annual reports, and ad journals.
- Write press releases and secure photos for donor recognition.
- Create marketing collateral materials to support major gifts- develop brochures, videos, banners, and signs.
- Create and send out quarterly newsletters to major donors and prospects

Qualifications:

- Graduation from an accredited four-year university with a Bachelor's Degree in a related field
- Five years of experience in major gifts fundraising. Experience in facilitating capital campaign & Certification as a fund-raising professional is preferred.

Job Type: Full time/ Salary

Pay Rate: \$60,000.00 - \$75,000.00 Annual

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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