

Director of Philanthropy



Job Description

Expectations: The Director of Philanthropy is expected to uphold the goals and philosophy of the Community Violence Intervention Center, Inc., to abide by the organization's policies and procedures, and to perform all duties outlined in the job description in an ethical and professional manner. Additionally, the director of philanthropy shall: maintain the privacy and confidentiality of all information pertaining to agency donors, clients, staff, volunteers, and shelter; possess a sensitivity to donors' and clients' needs and situations and with agency philosophy, goals and ethics code; demonstrate professional judgment in all areas; function well individually and as a team member; and accept responsibility for personal and professional growth and development.

Supervised by: Senior Director of Development

Classification: Exempt

Minimum Qualifications: Bachelor's degree required. Experience in donor cultivation, solicitation and stewardship of donors at the major gift level or a comparable experience with successful high-end sales required. Excellent skills in oral and written communication required. Experience in endowments, capital campaigns and planned giving helpful.

Salary: \$52,000-\$83,200 based on education and experience. Benefits include health, dental, vision, life insurance, retirement plan, annual leave, sick leave and holidays.

Purpose of position: To secure funds for the organization by managing a group of assigned and qualified donors (caseload) assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement.

Approximate hours per week required by position: Minimum of 40 hours. Occasional weekend and evening work. Requires regular travel within the area and occasional longer distances.

Responsibilities:

1. Manage CVIC's individual giving program at the major gift level to cultivate, solicit and steward donors.
2. Qualify a caseload up to 150 donors at the major gift level from a larger group of donors to the organization.
3. Create individual goals for each person on his or her caseload based on the donor's history of giving and the organization's knowledge of that donor's potential.
4. Create a plan for each donor that will serve as a foundational communication and marketing plan for each person on the caseload.

5. Faithfully and on a timely basis execute that plan so individuals on the caseload are retained and upgraded.
6. Work with CVIC's Development Team to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the caseload to secure gifts.
7. Record donor contacts, touchpoints, notes, and other moves management information in the donor database to ensure continuity of information.
8. Create monthly reports as required by supervisor that accurately reflect caseload activity and performance.
9. Serve on CVIC's Development Team and work both independently and in concert with this team.
10. Perform other major donor activities as may be required, including attendance at fundraising and other public events.

Accountability - Performance will be measured by the individual's ability to:

1. Execute the activities identified above, meeting benchmarks established for activities and revenue.
2. Retain and upgrade donors.
3. Manage people, process, deadlines and budget while adhering to the policies and procedures of the organization.
4. Work effectively and respectfully with peers, subordinates and management and maintain a positive and constructive attitude while solving problems.
5. Be a team player and protect the mission, goals and values of the organization.

Required Application Materials include CVIC employment application, cover letter and resume. Submission of Affirmative Action report is voluntary.

To complete an employment application, please visit <http://cviconline.org/about-us/careers-internships-volunteering/> and click the employment application link. Email completed application, cover letter, resume, and the voluntary affirmative action report to Kristina S. at kristinas@cviconline.org. Please contact Kristina S. at 701.746.0405 with any questions.

Application Deadline: July 19, 2019