

Director of Philanthropy

To apply please go to: <https://www.healthright360.org/job/director-philanthropy>

Job Overview

Come and join our "small but mighty" Philanthropy team! Based in LA, this position will cultivate relationships, work on donor events and build up our Southern California donor base.

The Director of Philanthropy is responsible for developing and building positive relationships and implementing communication strategies that continuously cultivate these relationships with corporate and individual donors. As an integral member of the Philanthropy team, s/he will research, do outreach and continually grow our base of sponsors and donors.

Key Responsibilities

Donor Development Responsibilities:

- Ensure gifts are raised from individuals, businesses, and foundations in Southern California.
- Provide support in all areas of Philanthropy, as determined by the Vice President of Philanthropy.

Project Management Responsibilities:

- Establish, maintain, and manage a portfolio of approximately 150 high net-worth individuals, families, and private foundations from identification to cultivation, solicitation and stewardship.
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- In consultation with the VP of Philanthropy and Director of Events, create and supervise implementation of targeted events for prospects and donors. This may include ticketed events, small donor dinners or other formats that will motivate, engage and educate prospects and donors
- Ensure donor acknowledgement, stewardship and public recognition, as appropriate

Board of Director Responsibilities

- Prospect identification, cultivation, and relationship management for Governance Board, Foundation Board, and President’s Council.
- Engender a highly engaged and motivated Southern California board membership.

Administrative Responsibilities

- Provide support in all areas of Development when needed
- Demonstrate and reinforce a collaborative leadership with staff and colleagues and contribute to a team-oriented culture
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Ensure that data related to prospects and donors is recorded and tracked in electronic and hard copy files; manage campaign record keeping, evaluate progress towards goals, prepare periodic reports on fundraising and present to the Board and senior staff; recommend revisions to the fundraising plan, as needed, to meet goals.

And, other duties as assigned.

Education and Knowledge, Skills and Abilities

Education and Experience

Required: Education and Knowledge, Skills and Abilities

- Bachelor’s Degree, Graduate Degree preferred
- At least five years (eight or more preferred) combined experience in donor relations, with strong connections to the LA/Southern California philanthropic community, community relations, public policy, communications, or other related fields in organization/corporation of relevance and size to HealthRIGHT 360
- Strong knowledge, expertise and experience working and partnering with nonprofit and government sectors
- Proficient in Microsoft Office and Raiser’s Edge
- Excellent written and verbal communications skills including public speaking, meeting facilitation, and presentations

- A sophisticated understanding of the regional landscape and inter-relationships between various stakeholders including key influential people, elected officials, nonprofit leaders and others
- Familiarity with donor management data base systems, and ability to research necessary information on prospects
- Ability to successfully and effectively represent HealthRIGHT 360 and merged agencies in diverse forums and maintain broad organizational relationships

Background Clearance

Required:

- Must not be on active parole or probation

Knowledge

Required:

- Culturally competent and able to work with a diverse population
- Strong proficiency with Microsoft Office applications, specifically Word, Outlook, and internet applications

Desired:

- Knowledge of formal argument/rhetoric strategies

Skills and Abilities

Required:

- Excellent writing, analytical (close) reading, and critical thinking skills
- Effective research skills
- Professionalism, punctuality, flexibility and reliability are imperative

- Excellent verbal, written, and interpersonal skills
- Integrity to handle sensitive information in a confidential manner
- Action oriented
- Strong problem-solving skills
- Excellent organization skills and ability to multitask and juggle multiple priorities
- Outstanding ability to follow through with tasks
- Ability to work cooperatively and effectively as part of interdisciplinary team and independently assume responsibility
- Strong initiative and enthusiasm and willingness to pitch in whenever needed
- Able to communicate well at all levels of the organization including working with organization leadership and high-level representatives of partner organizations
- Able to work within a frequently changing project scope while maintaining overall direction and structured priorities

Desired:

- Ability to successfully and effectively represent HealthRIGHT 360 in diverse forums and maintain broad organizational relationships
- Ability to use Raiser's Edge