

Director of Development

Company: Planned Parenthood Great Plains

Date Posted: March 26, 2018

Planned Parenthood Great Plains (PPGP) seeks a full-time Director of Development for this 21st century health care provider and advocacy organization dedicated to upholding the standard for providing high quality sexual and reproductive health care, providing education that promotes informed proud and authentic sexuality, and changing the culture through proactive advocacy to ensure equality in reproductive and sexual decision making.

The Director of Development must be fully committed to Planned Parenthood Great Plains' (PPGP) mission to support the rights of women, men, and families regarding family planning and sexual and reproductive health care. Reporting directly to the Vice President of Development, this position works closely with the Vice President of Development to manage development staff and carryout the fundraising work, focusing on Kansas and Missouri. The Director of Development creates and oversees the implementation of PPGP's strategic approach to fundraising that includes major gifts, institutional giving, and special events.

This position manages some development staff as well as maintaining relationships with key donors and prospects across the affiliate. This position is responsible for implementing the fund development plan created by the Vice President of Development and executing fundraising activities across the affiliate, including individual giving, grant work, and special events.

To apply: <https://jobs.lever.co/ppgreatplains/67c4aafe-76eb-4890-9e75-276ae178fb38/apply>

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage development work in Kansas and Missouri, including major gift work, capital campaigns, institutional giving, and special events, raising a minimum of \$2 million in each fiscal year.
- Identify, cultivate, solicit, and steward major gift donors/prospects in Kansas and Missouri to increase fundraising revenue across the affiliate.
- Oversee the institutional giving program across the affiliate within development including monitoring and evaluating proposals, stewardship reports, current grants, and prospective grantors.
- Manage some development staff, including the grants writer, and oversee all aspects of their work.
- Monitor and evaluate fundraising activities across the affiliate to ensure that the fundraising goals are being met.
- Build relationships with community stakeholders across the affiliate to advance the mission and fundraising goals of PPGP.
- Identify and develop new corporate, community, and individual prospects across the affiliate to support organizational fundraising priorities.
- Help implement PPGP's five-year strategic plan as well as annual development plans with clearly defined goals and direction.
- Engage volunteers, committee members, and local Board members in fundraising efforts to strengthen partnerships and make key introductions to new prospects.
- Prepare and submit grant applications for six-figure and above applications.
- Assist with special fundraising events across the affiliate to help meet special events targets in both locations.
- Help oversee and raise critical funds to support capital campaigns.
- Prepare regular reports on fundraising activity, budgets, and expenditures relating to development.
- Foster an understanding of philanthropy within the organization as well as in the community.

- Assists with development and external affairs duties.
- Perform other related duties as assigned by the Vice President of Development.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duties 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.
- Commitment to PPGP's mission, purpose, and values.
- A smart, intellectually curious, strategic and creative professional with Bachelor's Degree from a four-year college or university, one to three years related experience and/or training; or equivalent combination of education and experience.
- Strong verbal and written communication skills.
- Superb organizational skills.
- Accuracy and attention to detail required.
- Effective interpersonal skills.
- Ability to work independently and as a team member.
- Ability to prioritize and manage numerous projects at once and ability to work in a fast-paced, changing environment.
- Professional appearance and attitude.
- Experience with Microsoft Office/Word, Raisers Edge, and social media to help promote events.
- Willingness to travel throughout the affiliate region.
- Must be a motivated, self-starter and able to function productively and effectively with a degree of autonomy.
- A multi-disciplinary thinker with excellent analytical skills and the ability to understand new concepts and complex subjects, to translate PPGP's mission and work to diverse constituencies, to solve problems and to exercise good judgment in a fast-paced environment.
- A highly sophisticated approach as well as the intellectual depth and maturity to work with cross-functional teams.
- Commitment to exceptional work quality and standards.
- Principled, ethical, and professional.
- A high level of enthusiasm, energy, initiative, and drive.
- Some evening and weekend work is required.
- A sense of humor, perspective, and grace.

UNIVERSAL COMPETENCIES

- *Time Management/Stress Tolerance*
- Allocating time appropriately among people and projects to ensure that both internal and external client needs are met; continuing to perform effectively and remain focused and optimistic when faced with time pressures adversity.
- *Judgment/Decision Making*
- Acts as a sounding board for others prior to decisions. Is looked upon by others as someone with sound judgment and is a resource for them. Makes excellent decisions that result in value added improvements for the organization; considers the risks associated with an option and selects the option that has the best balance of risk and reward; evaluates the effectiveness of decision after they have been made.
- *Professionalism*
- Encourages and reminds others to act in a businesslike and professional manner. Adheres to the highest level of professionalism by demonstrating professional maturity.
- *Honesty, Integrity, Trustworthiness & Personal Accountability*

- The ability to demonstrate integrity, trustworthiness, honesty, accountability, and ethics in ones daily actions. Keeping promises and honoring commitments; accepting responsibility for one's actions; and assuming responsibility for dealing with problems.
- *Verbal/Written Communication*
- Conveying ideas and opinions clearly to others; projecting credibility, poise, and confidence; considering the needs of the audience and how it is likely to react; talking to people in a way they can understand; listening attentively to others; and using appropriate grammar and vocabulary. Expressing ideas and opinions clearly in properly structured, well organized, and grammatically correct reports and documents.
- *Valuing Diversity*
- Demonstrating respect for individual differences (including cultural differences and diverse ways of thinking or approaching issues); establishing a climate in which all people can be comfortable and productive; communicating effectively with and respecting people of different cultures; understanding how culture influences people's behavior; adapting one's style and behavior to meet cultural norms and expectations.
- *Partnering/Teamwork/Building Relationships/Collaboration*
- Identifying, building, and managing internal and external partnerships that add value to the organization; initiating and leveraging opportunities to work with others across the organization. Being skilled at detecting and interpreting subtle clues, often nonverbal about others' feelings and concerns.
- *Problem Solving*
- Identifying work related problems; analyzing problems in a systematic but timely manner; drawing correct and realistic conclusions based on data and information; and accurately assessing root cause before moving to solutions.
- *Donor/Customer Focus*
- Demonstrating a concern for the needs and expectations of donors/customers and making them a high priority; maintaining contact with donors/customers, both internal and external to the organization; using an understanding of customer needs as the basis for decision making and organizational action.
- *PPGP Knowledge*
- Understanding the vision, mission, and structure of the Affiliate and strives to exhibit through consistent behavior of our core values. Understands our patient's and the Organization's role in providing service to support our vision.

PHYSICAL REQUIREMENTS

- The position is predominantly sedentary requiring the ability to sit, bend, stand and walk. May require occasional stooping, reaching, stair-climbing and repetitive motions of the hands and wrist related to writing and typing at an electronic keyboard. Rarely requires kneeling, pushing/pulling and repetitive motions of the feet.
- Physical demands of the position necessitate hearing, talking, handling and grasping regularly. May require lifting up to 30 pounds. Specific vision conditions include close vision reading. Requires the ability to operate a computer, telephone, fax, copy machine, adding machine and calculator.
- **WORKING CONDITIONS**
- The position is generally performed in an office environment but involves frequent interruptions. The noise level is generally low to quiet. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations, however, may be made to enable individuals with disabilities to perform said essential functions.
- This position carries some level of exposure to conflict and/or antagonism by those opposed to the mission of PPGP.

EOE/AA—PPGP is an equal-opportunity employer committed to diversity in the workplace and Minority/Female/Disabled/Protected Veteran/LGBTQIA inclusive.

*Only those candidates including a cover letter with salary information will be considered for this position.
To apply: <https://jobs.lever.co/ppgreatplains/67c4afe-76eb-4890-9e75-276ae178fb38/apply>*