

SOJOURNER CENTER JOB DESCRIPTION

Job Title: Director of Philanthropy

Job Status: Exempt

Reports to: Executive Director

Supervises: (None)

Job Summary

The Director Philanthropy is an important player in the overall fundraising plan working directly with donors and prospects for annual gifts, major gifts, and planned gifts. This individual will be responsible for generating a major gift pipeline for Sojourner Center, a program of JFCS, and will work with senior JFCS leaders and volunteers in cultivating and soliciting donations. In addition, this individual will assist with soliciting corporate and individual gifts for special events.

Critical Tasks

1. **Annual Giving:** Manages relationships for approximately 150 annual donors at the \$1,000+ level, participating in all aspects of the gift cycle. Makes a minimum of 200 face-to-face donor contacts per year. Moves prospective donors in an appropriate and timely fashion toward solicitation and closure. Monitors all prospect contacts to ensure positive and purposeful prospect and donor relations.
2. **Major Gifts:** Develops major gift opportunities (\$25,000+) to match needs of the agency with philanthropic interest of donors. Responds to major gift leads for follow-up. Works proactively to network and expand portfolio. Conducts research and provides information on major gift prospects and donors. Prepares written materials such as visit strategies/briefings, correspondence, solicitations/proposals, pledge documents and gift agreements. Tracks moves management of major gift prospects.
3. **Planned Giving:** Initiates contacts with potential planned giving and endowment donors; identifying, qualifying, cultivating, soliciting and stewarding these individuals, adhering to the highest ethical standards, demonstrating empathetic disposition for end-of-life gifts, reflecting conveying sensitivity to the personal and family needs of the donors for their legacy commitments.
4. **Donor Engagement:** Develops appropriate cultivation strategies for prospects, including working with volunteers and corporate contacts. Plans and executes an annual event to solicit annual gifts and increase community outreach. Conducts onsite tours of the campus for donors and volunteers.
5. Maintains strong and accurate records of activities and prospect management, as directed by department protocol using the Raiser's Edge donor database. Monitors, evaluates, and reports on progress and outcomes against agreed upon goals.
6. Supports other staff or volunteers in their solicitations.

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Key Performance Indicators

- Promotes open communication and contributes to an environment of trust and mutual respect.
- Recognizes, values, and affirms social diversity that contributes richness to the Sojourner Center community, ensuring cultural competency in the provision of services.
- Values being part of, and contributes to, a culture of performance, teamwork, collaboration, growth, and continuous improvement, including licensure and accreditation compliance.
- Understands and supports Sojourner Center Vision, Mission, Values, and Strategic Goals.

Metrics

- Ability to qualify donors that represent the highest giving potential for the organization.
- Ability to create reasonable financial goals for each donor, which is based on the donor's giving and the potential.
- Ability to create a personal contact and ask plan that takes into account the individual donor's interest, motivations, giving patterns and ask preferences, for each donor on his or her caseload, in a timely and cost-effective manner, and retains and upgrades donors.
- Ability to secure information that can be sent back to donors to report on how their money was used.
- Ability to create timely reports on personal fundraising performance.
- Ability to manage process, deadlines and budget while adhering to the policies and procedures of the organization.
- Ability to get along with peers and management and maintain a positive and constructive attitude while solving problems.

Qualifications

- At least 21 years of age.
- Bachelor's degree or equivalent experience required; CFRE preferred.
- Ability to obtain a Level I Fingerprint Clearance Card.
- Valid Arizona Driver License, proof of automobile insurance and Motor Vehicle Record acceptable to Sojourner Center's insurance company.
- Minimum of five years' successful experience in major gift fundraising, preferably in a major nonprofit institution, healthcare organization or university foundation.
- Ability to understand the needs and interests of annual and major gift donors (\$1,000+ annually) in order to develop and strengthen relationships between individual donors and Sojourner Center programs.
- Demonstrated success in developing cultivation and solicitation strategies.
- Exceptional verbal and written communication skills and the ability to prepare reports, as well as formal and informal correspondence.

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- Strong interpersonal and relationship-building abilities, with the personality to work collaboratively with co-workers, high net-worth volunteers and donors.
 - Demonstrated record of accountability for goals, completion of assignments, and successful performance in securing major gifts, with the ability to participate in high-level gift discussions.
 - Strong organizational skills and the ability to prioritize activities and focus on details.
 - Goal oriented with a high level of energy, enthusiasm and dedication to the mission and goals of JFCS and Sojourner Center;
 - Collaborative style, combined with the ability and desire to work in a team-based environment.
 - Ability to prepare complex and detailed proposals and related materials and able to handle multiple projects.
 - Attention to detail and thoroughness in completing assigned duties. Results oriented with ability to meet deadlines and goals.
 - Working knowledge of Microsoft Office Suite and donor/prospect database systems (Raiser's Edge preferred).
 - Documented success in personally implementing sophisticated, multi-year cultivation strategies that use a relationship-building management approach leading to successful gift closure.
 - Willingness to try new approaches and take appropriate risks.
 - Sound judgment and integrity.
 - Ability and willingness to travel as needed.

Physical Factors/Working Conditions

- May work irregular hours, including evenings and weekends
- May be exposed to excessive hot/cold weather
- Lifting (up to 15 lbs.); Carrying (up to 15 lbs.); Walking

Other Duties: Performs other development-related job tasks or responsibilities as assigned.

Compensation & Benefits:

- Salary Range: \$65,000 - \$70,000
- Benefits: Employee eligible for benefits first of the month following 60 days of full-time employment. Benefits package includes options for medical, dental, vision and other ancillary benefits.

To Apply:

Visit Career Portal Link: <https://bit.ly/3emOT0b>

Email Cover Letter / Resume to Senior Recruiter: James.Baldwin@jfcsaz.org