



Job Description created 10-7-19  
Updated 4/9/2021

## Director of Philanthropy/Donor Engagement

### Critical Tasks

- Fundraising:
  - Generates annual, major and planned gifts for JFCS through collaboration with JFCS leadership, volunteers, agency liaisons, corporate partners and the enhanced development of Phoenix metropolitan communities of existing and prospective donors.
  - Manages relationships for approximately 150 prospective 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 potential donors in an appropriate and timely fashion toward solicitation and closure and monitors all prospect contacts to ensure positive and purposeful prospect and donor relations.
  - Develops appropriate cultivation strategies for prospects, including working with volunteers and corporate contacts.
  - Initiates contacts with potential major gift and planned giving donors; identifying, qualifying, cultivating, soliciting and stewarding these individuals, adhering to the highest ethical standards, demonstrating empathetic disposition, and perseverance, reflecting an optimistic and positive attitude, and conveying sensitivity to needs of the donors.
- Donor Engagement:
  - Manages the JFCS Professional Leadership Group, a cohort of 5-10 "high potential" donors in the pipeline. Organizes engagement activities such as tours, education sessions, and social activities.
  - Develops concepts for Conversation Series panel discussion events, based on current themes around JFCS' work in the community.
  - Assists with annual Brighter Tomorrow Luncheon event solicitations and donor engagement.
- Prospect/Donor Management:
  - Conducts research and provides information on prospects and donors.
  - Prepares written materials such as visit strategies/briefings, correspondence, solicitations/proposals and pledge documents.
  - 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.
  - Responds to major gift leads for follow-up and works proactively to network and expand portfolio.
  - Supports other staff or volunteers in their solicitations.

### **Key Performance Indicators**

- Promotes open communication and demonstrates professional behaviors that create an environment of trust and mutual respect
- Demonstrative actions and responses recognizes organizational values, affirms social diversity and contribute to the richness of the JFCS community to ensure 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
- Comprehends and supports JFCS Vision, Mission, Values, and Strategic Goals
- Demonstrated success in making strategic calls as well as in developing cultivation and solicitation strategies
- Demonstrates a record of accountability for goals, completion of assignments, and successful performance in securing major gifts and the ability to participate in high-level gift discussions.
- Prepares complex, detailed proposals and related materials and is able to manage multiple projects.
- Is specific with details and thorough in completing assigned duties, achieving desired results and meeting deadlines
- Demonstrates a willingness to innovate and try different strategic approaches during task implementation

### **Metrics**

- A review of qualified donors in the portfolio representing the highest giving potential for the organization
- The creation of reasonable financial goals for each donor based on the donor's giving and potential to donate
- The establishment of 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 portfolio, in a timely and cost-effective manner, and retains and upgrades donors
- Reporting information to donors on how their money was utilized across JFCS programs and activities
- Timely reporting on personal fundraising performance as requested by Supervisor
- Ability to manage process, deadlines and budget while adhering to the policies and procedures of the organization
- Observations of the ability to get along with peers and management maintaining a positive and constructive attitude while problem-solving
- Demonstrated strength with organizing and prioritizing tasks and the capacity to focus on details
- Ability to establish goals while maintaining a high level of energy, enthusiasm and dedication to the mission and goals of JFCS

### **Qualifications**

- Minimum of five years' successful experience in major gift fundraising, preferably in a major nonprofit institution or university foundation.
- Bachelor's degree required. CFRE Preferred.
- Ability to understand the needs and interests of major gift donors (\$1,000+ annually) in order to develop and strengthen relationships between individual donors and JFCS.
- Demonstrated success in making strategic calls as well as 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.
- Strong interpersonal and relationship-building abilities, with the personality to work collaboratively with co-workers, high net-worth volunteers and donors.
- 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
- Sound judgment and integrity.
- Ability and willingness to travel as needed.
- Level 1 Fingerprint Clearance Card Without Restriction(s)
- AZ Auto Insurance
- AZ Driver's License
- Reliable Transportation

**Compensation & Benefits:**

- Salary Range: \$80,000 - \$95,000
- 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/3t1qNnf>

Email Cover Letter / Resume To Senior Recruiter: [James.Baldwin@jfcsaz.org](mailto:James.Baldwin@jfcsaz.org)