**Manager of Philanthropy - Exempt**

**Summary/Objective**

This position is responsible for organization sustainability through project and relationship management; branding, marketing, and media; and fundraising and resource development activities. This position leads the planning, management and implementation of GCKH and third-party fundraising efforts and tracks donor information.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Development and implementation of outreach strategies and initiatives that are consistent with the GCKH mission, goals, and brand. The purpose of these strategies is to build GCKH’s financial resources
* Provides presentations to relevant partners and community groups that expand the awareness of GCKH programs thus increase referrals and contributions
* Creates all GCKH external communication pieces for image, brand, editing, and consistency. This includes presentations, brochures, flyers, newsletters, advertisements, signs, mass distribution letters, e-blasts, statement stuffers, posters, and any other external communication pieces
* Identify grant resources and write effective and compelling grant proposals
* Engage print, TV, and radio reporters to raise awareness regarding GCKH
* Develop and maintain GCKH website and social media sites/personas
* Maintains all donor information in a timely and efficient manner in the donor database
* Work closely with the Controller and Executive Director to ensure accuracy of donor records
* Administer, manage, and direct development events including all third party fundraisers
* Attend or arrange for a volunteer to attend each third party fundraiser
* Work with Executive Director and board, develop annual fundraising plan
* Work closely with the Executive Director and others, identify, cultivate and approach prospective corporate, foundation and agency donors
* Assists with recruitment, orientation and management of volunteers and volunteer groups for GCKH

**Competencies**

* Customer/Client Focus
* Teamwork Orientation
* Communication Proficiency
* Performance Management
* Business Acumen
* Initiative
* Results Driven
* Organizational Skills
* Presentation Skills

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type and Expected Hours of Work**

This is a full-time position, and core hours of work and days are Monday through Friday, 8 a.m. to 5 p.m. Additionally, this position may require occasional weekend work.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Required Education** **and Experience**

A minimum of a Bachelor’s degree in Business Administration, Organizational Communications, or other related degree field and leadership experience with 2 to 5 years of experience in fundraising, marketing and/or sales. Must have strong interpersonal skills, communication skills, and business writing skills and presentation skills. Experience with nonprofit preferred. Raiser’s Edge experience also preferred.

**Drug Free Workplace and Level 2 Background Screening**

Gulf Coast Kid’s House is a Drug Free Workplace. Pre-employment drug testing is required. Level 2 Background Screening is also required.

**Equal Opportunity**

Gulf Coast Kid’s House provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualified candidates send resume to Brenda Cantrell, hrmanager@gckh.org