

## **RHODE ISLAND SCHOOL OF DESIGN JOB DESCRIPTION**

### **SECTION 1: JOB IDENTIFICATION**

**TITLE:** Philanthropy Officer

**SALARY:** \$100,000/annual

**REPORTS TO:** Sr Executive Director, Major + Planned Gifts

**STATUS:** Exempt, Full-time

**DEPARTMENT(S):** Institutional Advancement

### **SECTION 2: JOB SUMMARY (OVERVIEW)**

The Philanthropy Officer employs customer relationship management skills to identify, cultivate, solicit, and steward new and existing donors. Concentrating efforts on regionally-based alumni, parents, and friends, the Philanthropy Officer cultivates and solicits a portfolio of 150 major gift prospective and current donors, conducting at least 150 personal visits annually. The Philanthropy Officer devises personalized engagement plans for each assigned prospect, leveraging RISD cultivation opportunities, presenting gift opportunity proposals that speak to a donor's philanthropic goals while supporting the mission and goals of the College. The individual develops and implements a comprehensive multi-year plan and timeline for assessment, cultivation, solicitation, and stewardship of assigned prospects, meeting or exceeding personal productivity goals. The Philanthropy Officer employs the Raiser's Edge database to manage prospective donor strategies and moves, documenting all prospect interactions in a complete and timely fashion.

### **SECTION 3: ESSENTIAL FUNCTIONS/DUTIES:**

- Responsible for the identification, cultivation, solicitation, and stewardship of assigned prospective donors through face-to-face visits, engagement events, and other means. Tasked with overseeing and/or personally executing solicitation and closing gifts to secure major gifts in support of annual, endowment, and capital funds.
- Manage and maintain a portfolio of 150 major giving prospective and current donors at the \$100,000+ level.
- Develops and executes an annual solicitation plan for submitted proposals and gift closures providing gift projections of commitments.
- Identifies and qualifies prospects within assigned portfolio who may need reengagement with RISD.
- Maintain a rigorous schedule of personal contacts with assigned prospects, creating moves management plans related to them that include strategies of engagement and solicitations.
- Work with Senior Executive Director of Major +Planned Gifts to conceptualize plan and then partner with Institutional Advancement Events team to implement RISD events in assigned territory(s) that build the RISD brand and foster deeper engagement among top prospects and philanthropists in that area.
- Participate in Raiser's Edge prospect tracking/management system, which identifies, assigns, rates, and tracks assigned prospects, complying with department policies and procedures.
- Conduct independent research through the Institutional Advancement database, Internet sources, and referrals from RISD representatives and volunteers to identify and appropriately engage assigned prospects.

### **SECTION 4: ADDITIONAL FUNCTIONS:**

- Perform related duties as requested.

- Work collaboratively with other members of Institutional Advancement to support department initiatives, plans, and projects.
- Serve as a representative of Institutional Advancement with other campus partners.

## **SECTION 5: JOB QUALIFICATIONS/SPECIFICATIONS/KNOWLEDGE/SKILLS EXPERIENCE REQUIRED:**

- Bachelor's degree required.
- Five years+ of fundraising (or related sales) experience devising and executing 5-figure and 6-figure solicitations. Experience in campaign environment preferred.
- Ability to communicate and present persuasively.
- Strong organizational skills.
- Demonstrated effectiveness in outreach to volunteers and other fundraising partners.
- Interest/experience in art and design is desired but not required.
- Sense of curiosity and genuine interest in people.
- Ability to work and communicate effectively with a broad spectrum of divisional and institutional colleagues, within an environment that values diversity, equity and inclusion.

### **MENTAL DEMANDS:**

Ability to read and comprehend detailed documents and instruments and to perform detailed work using reasoning and problem-solving skills. Excellent oral and written communications and organizational abilities. Must be able to handle confidential data and work in a dynamic, deadline-oriented environment. Capacity to keep up with current trends and training in this field. Ability to understand and work in diverse and foreign cultures.

### **PHYSICAL DEMANDS:**

The job involves all of the following in various degrees, but not limited to only these physical demands: carrying, lifting, seeing, hearing, sitting, attendance, speaking, and writing. Incumbent may be required to operate an automobile, travel by airplane or train.

### **SUPERVISION AND SCHEDULING DEMANDS:**

Full-time, administrative position. Work hours are not confined to weekdays but may also include evenings and weekends. Travel Required.

### **EQUIPMENT:**

Some of the equipment used to perform this job include: computer, word processor, internet access, television, video, videoconferencing, telephone, copier, printer, and fax machine.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUIRED BY THEIR SUPERVISOR.