



## JOB DESCRIPTION

**TITLE:** Director of Philanthropic Operations  
**STATUS:** Full-time; Exempt  
**REPORTS TO:** Executive Leadership  
**SALARY:** DOE - \$80,000 - \$100,000 Annually  
**APPLY TO:** [melissa@promises2kids.org](mailto:melissa@promises2kids.org)

Reporting to our Executive Leadership, the Director of Philanthropic Operations will oversee our entire charitable giving staff, managing them effectively to meet or exceed revenue goals in all areas including: individual giving, monthly giving club, major gifts, community campaigns, grants, philanthropic partnerships and special events. It is envisioned the Director will take ownership of implementing the entire development function from prospecting, cultivation, acquisition and stewardship. She/he will work closely with our CEO and CDO to create and manage our fundraising strategy and stewardship plan. This position requires attendance at events across the community, as well as some public speaking. She/he will manage the development team to ensure they are fully integrated into our team work culture and that they have the tools and skills needed to reach their goals. This includes developing processes for team members and the department regarding donor engagement, follow-up, data collections etc. Overseeing the staff and under the direction of the CDO the Director will take us to our 2020 goal of \$5 million. She/he will serve on our senior leadership team and will oversee the implementation of fundraising best practices with regards to strategy, structure and processes.

The Director's strategic priorities will fall into three main areas:

1. **Management:** assess development team capabilities, provide coaching and mentoring, and engage the team.
2. **Strategy:** complete a top-to-bottom review of our development function and make recommendations for enhancement and implementation of fundraising best practices.
3. **Stewardship:** develop and implement a stewardship plan for donors across the development department and programs team.
4. **Donors:** become acquainted with our donor base and develop and implement a plan for engaging with key philanthropic leaders in the San Diego community.

## **RESPONSIBILITIES:**

We envisage the Director's focus allocation will be as follows:

- Managing the development team
- Developing our fundraising strategy with our CDO and CEO
- Developing the annual plans for each area of revenue (monthly giving annual fund, web based, grants, special events, community partnerships, major gifts and marketing initiatives to support these efforts.

Specific responsibilities under these areas include, but are not limited to:

- Lead and inspire the Development Department team.
- Identify, cultivate and steward private and corporate gifts.
- Leverage existing circles of influence to bring resources to the organization.
- Implement best practices for donor prospecting, cultivation, solicitation, acknowledgement, stewardship and tracking.
- Implement established development policies, procedures, plans, goals and budgets.
- Oversee the planning and implementation of fundraising events to meet goals.
- Provide outstanding customer service and support to donors, volunteers, staff and other community contacts.
- Oversee community campaign activities in partnership with our Community Relations Department, such as the direct mail appeal program.
- Report on performance toward yearly goals to our CDO and CEO.
- Represent our organization through public presentations and speaking, media events, attending meetings, giving tours, networking etc.
- Oversee management of our electronic donor database system.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree in Business, Communications, Marketing or equivalent experience.
- At least 7 years fundraising experience and five years management leadership experience.
- Passion and commitment to our mission of supporting foster children.
- Ability to connect with high-profile San Diego philanthropists, and get them involved with Promises2Kids
- Additional significant experience with community relations.
- Successful track record of working with corporate donors, individual donors and third-party organizations/community partners.
- Attention to detail – someone who takes a lot of pride in their work.

- Creates and drives high-level strategy.
- Charismatic, driven, and able to naturally inspire and motivate.
- Patient and savvy relationship builder.
- Outstanding oral, written and interpersonal communication skills.
- Articulate, poised and comfortable with public speaking.
- Superior attention to detail and problem-solving skills.
- Quick, nimble and flexible work style.
- Strong writing and editing skills.
- Excellent organizational, time management, multi-tasking, and planning skills.
- Possesses a strong spirit of innovation and entrepreneurship.
- Works autonomously to achieve goals and hold others accountable as well.
- Demonstrates initiative and sound decision making skills.
- Maintains an upbeat and enthusiastic attitude, even under pressure.
- Willingness to jump in and assist colleagues with a variety of tasks across the organization.
- Metrics driven and proposes countermeasures in any underperforming areas.
- Works evenings and weekends as required for donor events.

*Revised July 2021*