



JOB DESCRIPTION

POSITION TITLE: Director of Philanthropy

POSITION DESCRIPTION:

The Director of Philanthropy reports to the CEO and is responsible for planning and implementing a strategic, targeted, multifaceted fundraising plan to generate \$2 million in program and operating funds through individuals, corporations, board members, and volunteers.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

FUNDRAISING:

- Conduct internal fundraising and database audit.
- Develop fundraising plan and manage its successful implementation through “moves management” approach with the goal of raising \$2 million annually.
- Implement and comply with Raiser’s Edge protocols including documenting communications, action items, etc.
- Develop and implement robust annual giving campaign.
- Build pipeline resulting in successful major gift solicitation.
- Research and identify new prospective funding sources through individuals, corporations, and associations.
- Cultivate and solicit partners to secure both restricted and unrestricted funds across all market segments with emphasis on individual donors and corporations.
- Provide appropriate and personalized stewardship resulting in renewed and increased giving through recognition and communication.
- Provide input and feedback to CEO and grant writer on grant proposals/reports when applicable.
- Collaborate with CEO on Board campaigns/participation.
- Develop and execute friend raising events.
- Focus on donor retention and lapsed donors.
- Some travel is required, particularly within San Diego, Riverside, and Los Angeles.

MARKETING/COMMUNICATIONS

- Work collaboratively with CEO, Development team, and marketing director by contributing content and vision to develop, implement and manage an effective fundraising, marketing and communication plan for Walden.
- Review and approve communications, including website postings, electronic and print publications, press releases, and donor communications.

LEADERSHIP/TEAMWORK/PARTNERSHIP & OTHER RESPONSIBILITIES

- Work directly with the CEO and marketing director in assessing the affiliate’s fundraising, marketing and communications plan.

- Ability to develop and support corporate volunteer activities with the goal of bringing in corporate sponsorships and donations.
- Prepare reports and presentations for the Board and fundraising/marketing committee.
- **Document all donor communications and action items in Raiser's Edge.**
- Submit weekly status reports via email to CEO and lead weekly development team meetings.
- Work closely with all departments to ensure successful implementation of fund development campaigns.
- Available to work evenings and weekends when necessary.

QUALIFICATIONS AND REQUIREMENTS:

- BA and CFRE preferred.
- Five to ten years of demonstrated progressive experience in nonprofit fundraising.
- Experience in planning and managing strategic fundraising programs.
- Excellent verbal, written and public speaking experience and highly developed interpersonal skills.
- Ability to interact with all levels of business executives, community groups, and other individuals to promote the agency.
- Ability to work effectively and professionally with staff, volunteers, and Board members.
- Strong leadership and management skills.
- Must possess a valid California Driver's License, provide proof of insurance, a working vehicle, and a good driving record.
- Fingerprint and Child Abuse Index clearances from the Department of Justice.
- Must meet all requirements set by Community Care Licensing pertaining to hiring employees by a licensed community care facility.

This position requires the first 90 days to be spent in the San Diego office, with the potential to transition to a hybrid remote work arrangement. The candidate must initiate and attend donor meetings in all Walden offices, with a primary focus on San Diego. They must also attend the annual board meeting in San Diego, meet regularly with all board members, and participate in all in-person fundraising events.

EMPLOYEE STATUS: Exempt

SALARY RANGE: \$100,000 - \$120,000 & bonus eligible.

PRIMARY SUPERVISOR: Chief Executive Officer

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also regularly required to sit, stand, walk and bend; and use hands to finger, handle, or feel objects, tools or controls.

The employee is frequently required to reach with hands and arms. Travel is required for this position. Employee performs frequent computer work. Employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. The employee is regularly exposed to outside weather conditions.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

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APPLY HERE:

[HTTPS://RECRUITING.PAYLOCITY.COM/RECRUITING/JOBS/DETAILS/3324108/DIRECTOR-OF-PHILANTHROPY](https://RECRUITING.PAYLOCITY.COM/RECRUITING/JOBS/DETAILS/3324108/DIRECTOR-OF-PHILANTHROPY)