

## Job Description

Job Details	
<b>Job Title</b>	Director of Philanthropy, Annual Giving
<b>Reports To</b>	Senior Director of Philanthropy
<b>Salary Grade</b>	E8
<b>FLSA Status</b>	Exempt
<b>Effective Date</b>	January 2024

Summary
<p>The director of philanthropy, annual giving (DOP, AG) plays a key role in securing greatest need gifts and managing pipeline development. He/she/they are responsible for creating and implementing a strategic and robust annual giving calendar of appeals and communications that leverage segmentation and audience-specific messaging. Incumbent will provide strategic oversight of the newly established multilevel giving club and carry a portfolio of 125 annual and mid-level giving donors with the capacity to give \$5,000 or more. (An annual gift is defined as \$1 to \$24,999.) DOP, AG is also charged with co-creating dashboard reports to track numbers of donors and gifts, dollars, loyalty, and upgrades, to name a few key measures. Direct reports include one philanthropy officer for annual giving and two philanthropy officers for mid-level giving.</p>

Essential Functions
<ul style="list-style-type: none"> <li>• Build, manage, grow, and innovate annual giving programs to include acquisition, in-kind giving, recurring giving, matching gifts, crowdfunding, and multilevel giving club.</li> <li>• Leverage technology, brand marketing practices and audience specific messages (awareness of interests, generational influence, and/or affinity) to build a consistent, effective, and innovative appeal and communications calendar, using strategic prospect and donor segmentation.</li> <li>• Partner with fellow philanthropy officers on appeals in support of specific programs and initiatives, including but not limited to, events; major, principal and planned giving; as well as corporate and community partnerships.</li> <li>• Using moves management, advance a portfolio of 125 prospects and donors with an annual giving capacity of \$5,000 or more.</li> <li>• Actively seek knowledge of corporate priorities, programs, initiatives, and messaging, to inform discussions with prospects and donors as well as appeals.</li> <li>• Establish and deepen collaboration with partners across Father Joe's Villages to design, implement and innovate annual giving programs and initiatives as a way to build upon and reinforce organizational messaging and communications.</li> <li>• Maintain knowledge of current best practices in annual giving.</li> </ul>

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- Train and mentor direct reports and other stakeholders in annual giving best practices.
- Perform other related duties as assigned.

### Qualifications

- Bachelor's degree in Business, English, Communications or related field.
- Minimum 5 years of nonprofit experience in fundraising.
- Minimum of 3 years of annual giving experience.
- Demonstrated ability to create and implement a strategic plan for annual giving.
- Exceptional interpersonal skills, demonstrating the ability to establish and maintain internal and external relationships.
- Excellent communications skills to include verbal, written, and presentation.
- Professional demeanor and comfort interacting with donors, organizational leadership, and cross-organizational co-workers.
- Must be able to work independently and be very self-motivated.
- Intermediate skills using MS Office products.
- Experience using donor databases; experience with Raiser's Edge a plus.

### About Father Joe's Villages

At Father Joe's Villages, we are looking for compassionate, mission-driven individuals to join our team and help us end homelessness one life at a time. Our work is driven by our C.R.E.E.D which is the foundation for our interactions with clients, volunteers, staff and the community at large:

#### Our Values

- **Compassion**-Concern for others and the desire to assist.
- **Respect**-An act of giving particular or special regard.
- **Empathy**-Understanding and being aware of and sensitive to the feelings, thoughts, and the experience of others without judgment.
- **Empowerment**-Helping others to help themselves.
- **Dignity**-All people are considered worthy of our esteem.

## Job Description

<b>Physical Factors</b>			
<i>The information in the following sections is used to identify requirements to successfully accomplish the essential functions of the job. Indicate the requirements of this position and check the appropriate daily frequency.</i>			
	<b>Never/Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>
Standing			X
Walking			X
Sitting			X
Pushing/Pulling	X		
Climbing	X		
Fine hand manipulation			X
Stooping/Bending		X	
Kneeling		X	
Hand coordination to grasp/grip		X	
Mobility to move around			X
Operates equipment	X		
Reaching		X	
Talking			X
Hearing			X
Reading			X
Writing			X
See to accomplish task			X
Type/Keyboard			X
Driving Donors		X	
<b>Lifting/Carrying</b>			
0-25 lbs.		X	
25-50 lbs.	X		
Over 50 lbs.	X		
<b>Environmental Conditions</b>			
Exposed to moving machinery	X		
Exposure to dust, fumes, chemicals	X		
Exposure to extreme heat/cold or outdoor conditions	X		
Work in confined quarters	X		
Exposure to loud or excessive noise	X		
Operates motorized equipment	X		
Work in high places	X		
Other			
Work with others			X
Other			

## Job Description

### Signatures

*Signatures denote this job description is an accurate statement of the duties and responsibilities assigned.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_