Position Description
DIRECTOR OF PHILANTHROPY

Outside the Lens seeks a community-driven Director of Philanthropy with experience securing government grants, overseeing strategic communications, and developing fundraising programs that provide sustainable, long-term results.

About Us
Outside the Lens (OTL) activates and amplifies voices of youth through photography, filmmaking, and media literacy, catalyzing change within themselves and their communities. For over 20 years, OTL has brought arts-integrated programming to over 23,500 students in weekly classes, after-school programs, summer sessions, workshops, and teacher training. Their project-based approach is designed to engage students with core academic subjects, creative thinking, and issues important to them to envision and build a more equitable and inclusive world. For more information, visit https://outsidethelens.org/.

Position Summary
Joining Outside the Lens at an exciting moment of growth, the Director of Philanthropy has the opportunity to take proven program results and a skilled staff to the next level with best practices, new processes, and a ground-up strategy. As part of the leadership team, the Director will collaborate with other department heads to set funding strategy and scope of work, manage grant deliverables, advance communication initiatives, and liaison with board members. The Director of Philanthropy is responsible for developing and executing a comprehensive strategy that sustains and grows revenues from a diverse portfolio, including individuals, corporations, foundations, government agencies and more. Reporting to the Executive Director, and supervising the Development Specialist, Development Advisor and Digital Content Creator, the Director of Philanthropy oversees all fundraising and communication initiatives.

Our Culture
Outside the Lens is an inclusive arts education nonprofit located in San Diego’s Promise Zone, home to the City's most culturally rich and ethnically diverse neighborhoods, home to many of the students we support. Our collaborative culture provides employees the opportunity to develop and share their skills and expertise—learning from each other and the communities we
work in. With a growth mindset, we exercise our values of transparency, justice, equity, diversity and inclusion both inside and out of the classroom.

Benefits
Salary – $70,000 – $85,000
Medical, dental, and vision insurance
403(b) retirement plan
10 Days of PTO
15 Paid holidays
Paid Sick Leave

Duties & Responsibilities

● Advancement
  ○ Identify, cultivate and steward individuals, foundations and corporations.
  ○ Establish working relationships with elected officials and other municipal agencies to ensure open lines of communication and new funding opportunities.
  ○ Sustain and grow the grants program to align with the organization’s core programs and capacity.
  ○ Leverage organizational assets (messaging, materials and experiences) to inspire and engage donors and prospects.
  ○ Create new ways to build a mission-driven pipeline of support for the organization.

● Collaboration
  ○ Support the Board of Directors and other volunteers in a coordinated, donor-centric approach to philanthropy.
  ○ Partner with Education & Programs to secure government grants and contracts that align with the organization’s mission and strategic plan.
  ○ Work with team members across departments to advance and enhance all related philanthropy activities, taking responsibility to learn about projects and programs that offer opportunities for donor engagement, storytelling and/or giving.

● Marketing and Communications
  ○ Oversee communications for the organization, including but not limited to public relations, social media, promotions, and website content.
  ○ Lead the planning and implementation of new media assets, such as website, photography, and environmental branding.
  ○ Ensure consistent messaging and branding across all initiatives.
  ○ Create clear and compelling evidence-based cases for support.
- Management, Metrics, and Reporting
  - Train, support and mentor direct-reports, providing them opportunities for professional development and growth.
  - Identify and meet key fundraising goals, and develop reports to track and manage progress.
  - Utilize a donor database/CRM tool, and ensure it is used consistently and accurately to inform data-driven decision making and accounting/audit gift reporting.
  - Develop systems and protocols for efficiency, clarity and consistency, following fundraising best practices.

Qualifications
- Development professional with a proven track record of successful grant writing, solicitation and stewardship of individual, corporate and foundation donors.
- Excellent communication skills, both written and interpersonal. Comfortable speaking in groups and creating presentation decks or related materials for donor meetings and proposals.
- Collaborative leader motivated to listen, learn and share their skills and expertise for the benefit of the greater good.
- Organized and responsive to the needs of dynamic organization; effective problem-solving and decision-making skills.
- Capacity and creativity to engage and inspire a diverse set of donors, stakeholders, funders, community leaders and volunteers; approaches work with a growth-mindset helping foster a culture of inclusivity and learning.
- Ability to work some overtime, evenings, and weekends for mission-driven events.

Our Commitment
Outside The Lens is highly committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply. OTL is an equal employment opportunity employer. OTL’s policy is to not discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. OTL also prohibits harassment of applicants or employees based
on any of these protected categories. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job-related consideration exists.

This job description is intended as a guide to the general job responsibilities and is not inclusive of all everyday duties the employee is expected to perform.

Please send cover letter and resume to: hr@outsidethelens.org
Subject Line: Director of Philanthropy

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