External Job Announcement

**MIFA’s mission**: Supporting the independence of vulnerable seniors and families in crisis through high-impact programs. **Our vision**: Uniting the community through service. **Our values** are to welcome and respect all people, act with integrity, value individual initiative and ability, serve individuals and the community as an act of faith, and balance humanitarian goals with sound business practices.

---

**Job title**: Director of Strategic Philanthropy  
**Reports to**: Vice President of Advancement  
**Compensation level**: Executive B  
**Full-time**: ☑  
**Exempt**: ☐

---

**Opening date**: June 11, 2019  
**Closing date**: July 15, 2019

---

**Position Summary**

In preparing MIFA to address increasing needs and changing trends in our community, we are looking for a creative, energetic, seasoned fundraiser to manage new initiatives as well as grow and enhance MIFA’s current strategic corporate and foundation partnerships. The **Director of Strategic Philanthropy** is responsible for creating and implementing MIFA’s new, innovative fundraising campaigns, strategies and events to sustain and grow the organization. The Director will supervise staff and work with consultants and partners as needed.

---

**Qualifications**: The ideal candidate will possess the following:

1. Demonstrated ability to inspire innovation by developing and implementing unique, non-traditional fundraising strategies  
2. Proven track record of fundraising success, creativity and growth  
3. Bachelor’s degree with seven years’ experience in development, sales, marketing or a combination of those areas  
4. Excellent managerial skills including at least three years’ experience of management team building, professional staff development and training  
5. Strategic and creative thinking with an entrepreneurial perspective  
6. Experience managing consultant, contractor and vendor relationships  
7. Familiarity with local, national philanthropic communities and the new creative economy  
8. Knowledge of the local community including corporations, foundations and civic groups  
9. Excellent verbal and written communication skills including the ability to communicate with diverse groups and sensitivity to civic and cultural issues
10. Technology proficiency particularly with Raiser’s Edge and leveraging a database to identify strategic opportunities to grow the donor base

Major Responsibility and Related Tasks

1. Fundraising Strategy and Execution
   a. Advance and lead an effective development plan for new initiatives, restricted funding, corporate and foundation partnerships
   b. Strategically leverage technology and available data to improve and grow all fundraising and community engagement efforts including prospect research, donor pipeline development/progression and appropriate growth of donor gifts
   c. Oversee identification of prospects, and cultivation and solicitation strategies, and closing of solicitations to meet sponsorship goals
   d. Effectively assess prospects to gain a clear understanding of their needs, and develop customized sponsorship and proposal packages that meet both MIFA’s and the corporation/foundation goals
   e. Provide timely responses to prospects, and existing sponsor and partner requests, and work in a consultative manner with sponsors and partners to deepen MIFA’s relationships and create annual revenue and renewal opportunities for MIFA
   f. Advance efforts to secure grants at a regional and national level
   g. Develop donor relationships through personal visits, phone calls, written correspondence as appropriate

2. Innovation and Leadership
   a. Develop and execute new and non-traditional fundraising campaigns, strategies and events to sustain and grow the organization
   b. Ensure continual progress toward increasing MIFA’s annual fundraising goal by at least 15%.
   c. Develop team members’ skills and talents and provide opportunities for them to grow and succeed professionally
   d. Manage consultant, contractor and vendor relationships

Other Responsibilities

- The statements above are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required.

Supervisory Responsibilities

Supervises the Corporate and Foundation Officer and Community Engagement Officer

Reports to

Vice President of Advancement; Full-Time – Exempt; Starting Rate $30.59 – 36.47 per hour
Physical Demands and Work Environment

The physical demands and work environment characteristics 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.

Physical demands: While performing the duties of this job, the employee is occasionally required to stand, walk (or means to transport oneself); sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop, kneel, crouch; talk or hear. The employee must occasionally lift and/or move 15 to 25 pounds. Specific vision abilities required by the job include close vision, distance vision.

Work environment: The noise level in the work environment is usually moderate to high. Position may also require ongoing or periodic exposure to high crime environments. While performing the duties of this job, the employee is exposed to moderate to high levels of stress during peak periods, and atypical work hours are periodically required.

MIFA full-time benefits: MIFA employees may be eligible to participate in the following benefits programs on or before the 90-day trial period: Medical and dental insurance plans, short-term disability, long-term disability, employee assistance program, paid time-off (PTO), employer sponsored life insurance, paid holidays, and MIFA’s matching 401k plan after a year of service, subject to open enrollment periods.

MIFA employment guidelines:

MIFA is an equal opportunity employer. MIFA is a non-smoking facility.

Employment documents: (1) Application and/or resume; (2) I-9; (3) Form W-4; (4) Official transcripts verifying education if education is a requirement of the job. Employment authorization and identification: Current federal law requires that documents be presented which verify both employment authorization and identification. One or more of the following documents must be presented before employment: Social Security card, state driver’s license/identification, U.S. birth certificate, U.S. passport, other U.S. government document.

Please note that it is the practice of MIFA not to allow the employment of relatives or of those living at the same address other than in the job classifications of special, temporary, or substitute.

To apply: Internal applicants should submit internal applications to human resources by close of business on the closing date.
External applicants: Submit application online at www.mifa.org/jobopportunities. Mail or forward resume or application to MIFA Human Resources, 910 Vance Ave, Memphis, TN 38126 or email to hrcoordinator@mifa.org, prior to the closing date. No phone calls, please.