

**Kansas Children's Service League
Job Description**

Title / Job Code	Philanthropy Officer / PHLOFC	FLSA / EEO	Exempt / FMLOM
Manager's Title	Director of Philanthropy	Job Loc / Code	Topeka, KS / TOPMB
Percent FT	100	Div / CC	19 / 11
Hours per pay pd.	80	WC	8810
Weeks per year	52	Date / RPN	Mar 2019 / D1924-1605

Job Summary

The Philanthropy Officer has leadership responsibility to encourage and develop a culture of philanthropy throughout the organization and within communities. The position is responsible for identification, cultivation, development, and stewardship of donors and prospective donors in their assigned KCSL Region. The Philanthropy Officer must be enthusiastic and take responsibility for creating awareness of KCSL community programs, securing funding for program priorities and initiatives, recruiting volunteers for program operations and the Community Leadership and Development Council, and managing major fund raising events to meet the assigned regional and organizational budgetary goals.

Essential Job Functions

Philanthropic Development

45%

- Through understanding individual philanthropic goals identify, engage, and cultivate donors and prospective donors to achieve prioritized goals in the KCSL Annual Fund Development Plan.
- Ensure timely and appropriate acknowledgement of gifts. Adhere to the guidelines within KCSL's Gift Acceptance Policy and educate staff and volunteers.
- Record and communicate pertinent information in a timely fashion, maintain donor files, and fulfill all fiduciary requirements of the position in Raiser's Edge. Communicate with Finance to ensure accuracy of fund development revenue.
- Develop and submit grants according to program and budget needs. Coordinate and communicate opportunities for grants and funding with Program Directors.
- Prepare for and participate in assigned grant negotiations and/or presentations, such as United Way and other private grantors.
- Be knowledgeable of and willing to speak on specific programs in the community and with donors identifying program strengths and needs.
- Attend the KCSL-Foundation Fund Development Committee meeting and prepare reports as requested by the Chair or the CEO.

Event Planning

25%

- Attend and engage the guests at the KCSL Annual Meeting and Annual Board Strategic Planning meeting. Assist with planning and preparation as directed by the Chief Executive Officer.
- Develop plans, seek appropriate support, manage and coordinate special fund raising events as needed and/or identified in the Annual Development Plan and the KCSL Strategic Plan.
- Plan and organize annual fundraising events in Topeka and Emporia. Staff and utilize the support of volunteers at the Topeka and Emporia Community Leadership and Development Councils to accomplish financial goals.

Awareness

25%

- Be involved and engaged in Community activities that offer opportunities to share KCSL information and generate awareness of KCSL's impact on community health and child abuse prevention outcomes.
- Provide the necessary supports to each Community Leadership and Development Council within the Region to ensure successful outcomes of goals and priorities as noted in KCSL Board Bylaws.
- Seek out and assist in the development and presentation of KCSL family success stories with the community to help in understanding the impact of our mission work.

Nonessential Job Functions

5%

- Other duties as assigned by supervisor.

Physical Requirements

Work Environment	Office
Lifting Requirements	Up to 25 pounds.
Travel Requirements	Travel as Required
Other	Valid driver's license, reliable transportation, current auto insurance, pass all required background checks.

Budget Responsibility As defined in annual development plan and/or as defined by grant conditions

Education and Experience**Required**

- Bachelor's Degree in business, marketing or related field.
- Two (2) years experience in development of designated donations through individual donor requests.

Preferred

- Experience with non-profit organization in fund raising and event planning capacity.
- Experience with Raiser's Edge donor software.

Mandated Reporter

All KCSL employees are mandated reporters of child abuse and neglect as outlined in the employee handbook. Failure to properly report to DCF and the supervisor can result in disciplinary actions up to and including termination. See Mandated Reporter Policy in the Employee Handbook for details.

The duties and responsibilities of this job are subject to change without prior notice.

ACKNOWLEDGMENT

I have received a copy of this Kansas Children's Service League Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Supervisor or HR Signature

Date