



**POSITION: Philanthropy Director**

**REPORTS TO: Vice President of External Affairs**

**JOB TYPE: Full Time, Exempt**

### **ABOUT BRENT'S PLACE**

Brent's Place—the primary program of the Brent Eley Foundation— is a place of hope and healing that provides a long-term home away from home for patients, and their families, managing medical crisis while they receive treatment at local hospitals. We offer a variety of uniquely tailored programs and support for the entire family designed to help in the healing process.

### **Who We Serve**

We welcome patients with bone-marrow transplants, long-term oncology needs and families facing a wide range of medical crises. We partner with physicians and hospital social workers to determine who would benefit most from our services.

### **Our Approach**

In providing a home away from home for our families we focus on three key areas:

- **Safe-Clean Home**— Brent's Place is, above all, a Safe-Clean haven for families who are far from home seeking advanced medical treatments. We are one of the only long-term housing options capable of supporting an entire family during the long treatment process. Because we believe that together is always better, Brent's Place helps families stay together so that they may simply be together.
- **Financial Well Being** – Families staying at Brent's Place receive unlimited support. This allows them to focus on recovery and their family's well-being rather than the steep cost of relocation, housing, and food. Reducing expenses during treatment has long-term benefits and enables families to return home with a greater sense of financial security.
- **Supportive Community**- A medical crisis has the power to break families apart, but Brent's Place is here to support them. We recognize that the continuation of everyday routines and family traditions provide stability for parents and children when their lives have been uprooted. We believe that offering families a warm and welcoming home away from home, as well as opportunities to create happy memories, builds love, trust, and resiliency. This foundation strengthens families during treatment - and for a lifetime.

Brent's Place is a special family, who live by the values of compassion, integrity, respect, responsibility, and quality of life—we are looking for new team members to join us. If our mission and approach speaks to your heart, keep reading.

**[www.brentsplace.org](http://www.brentsplace.org)**

**POSITION SUMMARY:**

The Philanthropy Director will advance the Brent's Place mission by providing leadership for the growth of individual giving (\$10,000+) as part of a growing \$4M operating budget. Reporting to the Vice President of External Affairs, and working alongside a passionate team, the Philanthropy Director will maintain, establish, and strengthen relationships with Brent's Place current and prospective donors. This role will work to cultivate and expand individual donor relationships as well as steward major and mid-level corporate gifts in support of the organization's strategic objectives and initiatives. The Philanthropy Director collaborates across the External Affairs team to aid in the fulfillment of the organization's annual fundraising and community engagement goals.

**RESPONSIBILITIES INCLUDE:****Program Management**

- In partnership with the VP of External Affairs, develop and execute fundraising operations and growth strategies for major individual donors.
- Set annual fundraising plans, goals, and timelines to optimize donor relations and secure the resources necessary to support the organization's mission.
- Develop opportunities and support for critical capital projects and special initiatives.
- As a development leader, mentor and train other staff in an effort to build and maintain a culture of philanthropy.

**Portfolio/Relationship Management**

- Develop, implement, and manage strategies for identifying, cultivating, soliciting and stewarding a donor portfolio of up to 100 constituents - helping to contribute to the funding of half of the total operating budget.
- Prospect new donors, from individual and corporate channels, to increase ongoing support for Brent's Place.
- Work with Board of Directors and leadership volunteers to establish a plan and timeline for their annual giving commitments.
- Track and report activity using constituent relationship management system (Donor Perfect).
- On a recurring basis, prepare individual giving data reports for the VP of External Affairs, CEO, and Board of Directors.

**Donor Relations**

- Work with a cross-functional team to develop and write proposals that create a compelling case for support to potential donors.
- Create relevant and compelling engagement opportunities, specifically for major and mid-level donors, which align donor interest to the organization's strategic objectives.
- Work with Donor Relations Coordinator to implement gift processing best practices and maintain donor and funder records, ensuring the accuracy and efficacy of the donor database.



- Collaborate on the development and execution of a comprehensive stewardship plan for mid-level and major donors, with an eye on prompt and accurate gift impact reporting.
- Schedule and lead site visits for donors and funders with the support of the VP of External Affairs and the CEO.

#### **WHAT WE ARE LOOKING FOR IN THIS ROLE:**

Brent's Place is seeking a highly organized, dynamic development professional with a track record of successful individual fundraising and relationship management. The Philanthropy Director should also have demonstrated experienced developing and implementing creative strategies for increasing funding and support for mission-driven organizations.

- Major gift fundraising experience of 5+ years.
- Proven major gifts program growth experience; established track record of building strong relationships with internal constituencies, board leadership and external donors and closing significant major gifts.
- Demonstrated ability to: manage numerous complex tasks simultaneously; anticipate and meet deadlines; use time effectively; problem-solve independently in a small staff atmosphere; and function in an often stressful and quick turn-around environment.
- Ability to manage and motivate executive level volunteers and staff to achieve fundraising and organizational goals.
- Proficiency with widely used business management software programs (e.g. Microsoft Word, Excel, and PowerPoint) as well as donor database programs. Donor Perfect experience a plus.
- Ability to set and achieve short and long-term goals.
- Proven operational, leadership, and communication skills.
- Self-motivation, positive energy, drive, stamina and enthusiasm are required.
- Willingness to work evenings and weekends as situations warrant, including donor meetings, events, etc.
- Superior organizational and management skills.
- Superior written, editing, verbal communication and interpersonal skills.
- High degree of personal responsibility and integrity.
- Knowledge of community donor, foundation, and volunteer base preferred.
- Healthcare-related non-profit experience preferred.

#### **WORK ENVIRONMENT AND SCHEDULE**

Our work environment is dynamic just by the nature of our work with families in medical crisis. No one day looks the same as another, as we respond, support, and care for our families. The environment requires high emotional energy and ranges from joyful to heartbreaking; exhilarating to exhausting; detail oriented to broad support for our community. We are a compassionate team who work seamlessly together to support our families and care for one another.

This position will require working some evenings, periodic weekends, and occasional holidays in order to meet the needs of our families. Grounded in our "Quality of Life" core value, we offer a flexible work schedule to help accommodate these requirements.

**[www.brentsplace.org](http://www.brentsplace.org)**



#### **COMPENSATION AND BENEFITS:**

Compensation will be commensurate with experience with the pay scale of \$75,000-\$100,000. A comprehensive benefits package including vacation, sick leave, holidays, health, dental, supplemental and life insurance, and retirement plan contribution is available.

#### **DIVERSITY, EQUITY, & INCLUSION:**

Brent's Place is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

#### **OUR APPLICATION PROCESS:**

We are excited that you are interested in joining our team. Please share the following information with us:

- Cover letter (1-page) that addresses these three prompts:
  1. Why do you want to join the Brent's Place team?
  2. Share an example of a fundraising campaign or program that you helped to grow.
  3. What are the top three components of a successful fundraising operation?
- Resume or LinkedIn profile
- *Optional:* Share a video introducing yourself and explain why you are a strong candidate for the position.

Please send this information via email with the subject line, Philanthropy Director to [jobs@brentsplace.org](mailto:jobs@brentsplace.org).

We know that the job searches can be stressful, especially if you don't understand the process. So here is what you can expect:

- We are accepting applications on a rolling basis and each candidate will be contacted once their application has been reviewed.
- Candidates who are moved onto the subsequent round will be notified by **September 19<sup>th</sup>** and asked to participate in our hiring process during the weeks of **September 19<sup>th</sup>** and **26<sup>th</sup>**.
- Our goal is to make an offer by **October 7<sup>th</sup>** with a **desired start date of mid-October**.

Thank you again for your interest in joining the Brent's Place team. We look forward to getting to know you through our application process.