



## Director of Philanthropy

### Background

Freedom Service Dogs of America is a nonprofit organization located in Englewood, CO that unleashes the potential of shelter dogs by transforming them into custom-trained, life-changing assistance dogs for people in need. Clients include children, veterans and active duty military, and other adults. Their disabilities include autism, traumatic brain injury, cerebral palsy, spinal cord injuries, muscular dystrophy, multiple sclerosis, and post-traumatic stress disorder. We primarily source our dogs from shelters and rescues.

### Position Summary

**Position Title:** Director of Philanthropy

**Position Type:** Full time, non-exempt

**Compensation:** Commensurate with Experience

**Benefits:** Medical, dental, and vision insurance covered in part by employer; 401k plan with company match.

Create strategy to ensure the overall fundraising success of the Organization. Provide oversight and direction to all aspects of the fundraising program. Externally-facing role that is primarily responsible for major gift procurement, and providing strategy and direction for special appeals, such as capital campaign or endowment campaign. Cultivate and maintain relationships with new and existing donors and provide stewardship to major donors. Highly visible position that requires public speaking and professionalism. Reports to President & CEO.

### Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position:

#### **Fund Development**

- Work with the President & CEO to create a fund development strategy to meet the needs of the Organization.
- Provide direction and oversight to the fund development program to create and monitor an annual development plan which increases revenues to support the strategic direction of the Organization.
- Manage and cultivate a portfolio of major gift donors.
- Identify and cultivate major giving prospects including individuals, corporations and grant funders.
- Create and implement planned giving program including annual strategies.
- Create and implement fund development strategies to increase endowment.
- Implement an annual fund solicitation campaign with direct mail consultant to meet the needs of the organization.
- Serve as the liaison for the Board of Directors Fund Development Committee and provide support to board members on donor cultivation and solicitation.
- Provide oversight and direction to Donor Relations Coordinator to manage donor database and reporting, ensure timely donor acknowledgement, manage state charity registrations, reconcile donor database with accounting, and grow Kibbles Club, a monthly donor program.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

- Provide tours of organization to existing and prospective donors.
- Provide presentations on organization to corporate, community and other groups.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Ensure up-to-date development policies and procedures are maintained.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.

### **Events**

- Provide oversight to Events & Community Partnerships Manager on implementation of the following events: Diamonds in the Ruff, Faces of Freedom, Doggie Plunge, Graduation and Third Party events.
- Work with the Events & Community Partnerships Manager to create and implement strategies to increase event revenues to support the Organization.
- Work with the Events & Community Partnerships Manager to identify and cultivate corporate, foundation and individual sponsors to meet financial goals.

### **Grants**

- Provide oversight to the Grants & Foundation Relations Manager on the grants program to ensure grant revenue goals are met, foundation & grantors are cultivated, and reports are submitted in a timely manner.
- Work with the Grants & Foundation Relations Manager to create and implement strategies to increase grant revenues to support the Organization.
- Participate in funder meetings and grantee site visits as needed.

### **Other**

- Work with Business Operations Manager to create and manage Development budgets.
- Attend continuing education as requested.
- Adhere to FSD dog care and training standards.
- Drive company vehicles to as needed for Organization needs.
- Any other duties that may be assigned.

## **Supervisory Responsibility**

This position supervises the Events & Community Partnerships Manager, Donor Relations Coordinator and Grants & Foundation Relations Manager and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring and training; planning and directing work; appraising performance; rewarding and disciplining; addressing complaints and resolving problems.

## **Work Environment**

This job operates in a professional office environment. Employees will work in close proximity with all types and breeds of dogs to help socialize dogs in training. The noise level in the office environment is usually moderate. Occasionally, this job operates in dog kennels and surrounding areas. The noise level in dog kennels environment can often be loud. The location is a non-smoking environment.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards or controls; reach with hands and arms; and talk or hear. The employee is expected to communicate frequently with others. The employee is frequently required to stand and bend. The employee is occasionally required to walk; escort visitors in or around the office; climb or balance; go up or down stairs; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds. This includes the ability to retrieve and distribute files, written documents or office supplies and ability to retrieve and replace objects.

The employee must have the ability to bend, stretch, and lift and replace files and books from drawers and shelves; rapidly use printers, computer equipment, copy machine, and other general office machines.

This job requires occasional handling dogs in training of up to 100 pounds on and off leash.

Work occasionally requires more than 40 hours per week to perform the essential duties of the position; may require irregular hours to accommodate unforeseen demands outside of regular hours.

### **Position Type and Expected Hours of Work**

Regular days and hours of work are Monday through Friday from 8:30 am to 5:00 pm. This position will require evenings and/or weekends to assist with events and other Organization needs.

### **Travel**

Local travel, such as travel to donor and event meetings are expected. Occasional out of state or in-state travel is required due to donor meetings and out-of-state events.

### **Required Education, Experience and Competencies**

- Bachelor's degree in related field
- Five (5) years fund development experience including success with major gifts of \$25,000+
- Proven record of raising revenue of \$3.5 to \$5 million dollars
- Two (2) years supervisory experience of a development team
- Proficiency in public speaking
- Proficiency with donor database management

### **Preferred Education, Experience and Competencies**

- Master's degree in related field
- Certified Fund Raising Executive (CRFE) certification
- Grant writing and management experience
- Proficiency with eTapestry donor database

### **Required Skills and Competencies**

#### **Intellectual Skills**

- Ability to collect and research data and analyze diverse information to make recommendations to management.
- Develop and implement cost savings measures.
- Ability to create and manage operational budgets.
- Ability to display original thinking and creativity and meet challenges with resourcefulness.
- Ability to generate suggestions for improving work and develop innovative approaches and ideas.

#### **Leadership Skills:**

- Exhibit confidence in self and others; inspire and motivate others to perform well; effectively influence actions and opinions of others.
- Ability to make decisions with sound and accurate judgment; support and explain reasoning for decisions and includes appropriate people in decision-making process; makes timely decisions.
- Ability to develop strategies to achieve organizational goals; understand organization's strength and weaknesses and adapt strategy to changing conditions.
- Ability to manage change; develop workable implementation plans; communicate change effectively; build commitment and overcome resistance to change; and support those affected by change.

**Language and Communication Skills:**

- Ability to communicate effectively with clients, community members, direct reports, management, peers, donors, stakeholders and volunteers.
- Ability to write reports, business correspondence and procedure manuals utilizing advanced English language skills, including spelling, sentence structure, syntax, grammar, usage, and the chief aspects of style, such as punctuation, capitalization, abbreviations, plurals and possessives, and compound words.
- Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of staff and provide information with ordinary courtesy, patience and tact.
- Ability to speak clearly and persuasively in positive and negative situations, listen and get clarification, and respond well to questions.
- Ability to make presentations comfortably to small and large groups.

**Reasoning Ability:**

- Ability to solve practical problems and deal in a variety of situations using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to interpret and to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to maintain a high level of mental concentration and effort and strain when performing a high volume of analyses and decision making as well as other essential duties.

**Office Skills:**

- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook and typing proficiency.
- Proficiency in database management.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to work independently, prioritize work and solve problems.

**Additional Eligibility Qualifications**

Must have a valid driver's license and maintain current vehicle insurance.

**Work Authorization**

Must be authorized to work in the United States.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

**Equal Opportunity Employment**

Freedom Service Dogs is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.

**To Apply**

Contact the Tennison® Group at [jdellasalle@tennisongrp.com](mailto:jdellasalle@tennisongrp.com).