



## Job Description

**STATUS: Full-Time**

**FLSA: Exempt**

**PAYROLL: Salaried**

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### **DIRECTOR OF PHILANTHROPY**

Primary Function: Lead the creation, execution, and evaluation of fundraising, grant writing, and donor relations strategies to establish sustainable financial support for the organization's mission.

Supervision: Supervised by Chief Executive Officer

Essential Functions:

- a. Identify, cultivate, and solicit donors to achieve annual giving levels.
- b. Establish an endowment program comprised of diverse individuals and corporations achieving a legacy system for giving.
- c. Actively participate in all campaign activities, creating effective teams of volunteers and staff.
- d. Monitor results of fundraising events and take appropriate action to enhance event outcomes.
- e. Collaborate with internal stakeholders to identify new opportunities for fundraising and relationship building with high net worth individuals.
- f. Establish a realistic and sound budget ensuring that expenditure adjustments are made to work within organizational parameters. Manage adherence to the budget and proactively respond to the financial needs of the organization.
- g. Leverage strong interpersonal skills to inspire giving and support from existing and new donors.
- h. Create and present educational programs, delivering a compelling message for Harmony's mission to generate and retain donor support.
- i. Provide coordination and research support to staff in grant writing initiatives.
- j. Professionally represent Harmony at donor events and fundraising activities.
- k. In collaboration with Human Resources, responsible for staff selection, training, retention, performance management of Philanthropy staff.
- l. Provide mentoring and coaching to staff in a positive and respectful manner.
- m. Adheres to confidentiality laws including 42CFR Part 2, HIPAA and HITECH as well as all Harmony policies and procedures.

Minimum Requirements:

- a. Bachelor's degree in Marketing or Business Administration. Equivalent work experience may be substituted for educational requirements.
- b. Four years of experience in event planning, fundraising, and donor campaign solicitation.
- c. Prior experience in capital campaigns is highly desired.

- d. Two years of direct experience with non-profit budgeting.
- e. Must have valid Colorado driver's license and acceptable motor vehicle record if driving Harmony vehicle or driving for Harmony business.
- f. If recovering from a substance use disorder, prefer a minimum of two years of continuous sobriety.

Knowledge, Skills, and Abilities:

- a. General knowledge of non-profit operations and practices.
- b. Ability to meet and relate to people with ease.
- c. Demonstrated success in fundraising achievements utilizing a variety of methods.
- d. Proficiency in health care philanthropy is preferred.
- e. Skilled in analytical and organizational activities.
- f. Strong computer skills, including effective database management and reporting as well as document management.
- g. Ability to communicate effectively in written and verbal formats.
- h. Authentic commitment to Harmony's mission and vision, actively working to further organizational objectives.

TO APPLY:

Submit resume and cover letter to Mary Ellen Clark via email at [meclark@kellerconsultingllc.com](mailto:meclark@kellerconsultingllc.com).

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

I have reviewed this job description and am able to perform the duties as stated. I understand that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. It is my responsibility to communicate to my manager or Human Resources should I need an accommodation.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date