



Job Description

JOB TITLE: Director of Philanthropy

JOB STATUS: Full-Time Exempt Position with Benefits

REPORTS TO: Sr. Director of Development, with a dotted line to the Executive Director

Overview

The Centrum Director of Philanthropy's primary role is to cultivate major donors and long-term giving to advance Centrum's excellence, capacity, and sustainability. This position requires an active pursuit of face-to-face visits and relationship-building with current and prospective Centrum supporters.

Essential Functions

- Fuel multi-year contributions and pledges to Centrum major gifts campaign(s), with an expectation of building capacity at the \$25,000+ annual giving level
- Develop and implement an annual major gifts plan and budget for inclusion in the overall fundraising plan in order to maximize contributed revenues at the \$2,500+ level
- Identify, qualify, cultivate, solicit and acknowledge major donors and prospects (including planned giving where appropriate and with additional resources as needed), working autonomously and/or in consultation with the Executive Director, Sr. Director of Development, Board of Directors, key staff and volunteers where necessary and appropriate
- Research and prioritize donors and prospects; establish, monitor, and adjust as needed individualized strategies that maximize donor generosity, retention, and renewal; develop written strategies when relevant
- Coordinate major donor communications and contact, facilitating relationships between potential and current donors and the Executive Director, Sr. Director of Development, Board of Directors, key staff, volunteers and others
- Collaborate on an ongoing basis with Centrum Development and Marketing Departments
- Manage a portfolio of 75-100 current and prospective major donors
- Make and document approximately 100-125 strategic cultivation, solicitation or stewardship visits each year with identified core prospects

Other Duties

- Overall support of events at Centrum
- Attendance at weekly staff meetings
- Some evening and weekend hours required, including attendance at Board meetings
- Other responsibilities as developed in collaboration with Sr. Development Director and/or Executive Director

Updated: January 3, 2019

Qualifications

- Passion for Centrum programs, mission, vision and values.
- At least five years of development-related experience, minimum of two years in major giving (\$2,500+)
- Proven track record soliciting gifts of \$25,000+
- High level of competency in working closely with board members in friend- and fundraising
- A high degree of professionalism and ability to maintain client confidentiality
- Experience seeking multi-year pledges
- Bachelor of Arts or Sciences in related field or equivalent education and experience
- Excellent communication skills, both written and interpersonal including public speaking
- Must be extremely well organized, work well under pressure and meet deadlines
- Must be computer literate, exhibit fluency with MS Office and have some working knowledge of donor software (Raiser's Edge, etc.)
- Must be a superb listener, customer-service oriented and flexible
- Must be a team-player and assist with all projects as required
- Knowledge of Olympic Peninsula philanthropy desired
- Must have valid Washington Driver's License and access to personal transportation
- Must be willing and able to work weekends and evenings when needed

Core Competencies

- Team player
- Passion for, and familiarity with, the art of fundraising and donor relations
- Excellent interpersonal skills
- Fluency with MS Office, internet and new technologies
- Excellent verbal and written communication skills
- Attention to detail
- Ability to work in a team environment while managing and prioritizing multiple tasks
- Self-starter

**Director of Philanthropy
PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					X
Walking				X	
Standing			X		
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks				X	
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping				X	

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	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls				X	
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X

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	NA	NE	O	F	C
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell			X		
Distinguishing tastes			X		
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date