



TITLE: Director of Philanthropy

CLASSIFICATION: Management Team – SRJC Foundation

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Executive Director, SRJC Foundation, the Director of Philanthropy is responsible for developing and executing philanthropic strategies that grow the Foundation's private support for Santa Rosa Junior College initiatives. The Director will actively manage a portfolio of annual, major and planned giving prospects and donors, moving them through the fundraising cycle by identifying, qualifying, cultivating, soliciting, and stewarding donors. The Director works collaboratively across the College to build a culture of philanthropy and ensure the Foundation's mission is achieved.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Work closely with the Executive Director to create and implement strategies to identify, research, cultivate, secure, grow, and steward gifts from a portfolio of major and planned giving donors and prospects. Manage a group of 100 active major and prospective donors over time.
2. In collaboration with the Director of Community Engagement, develop communication strategies for donor and prospect outreach, case statements, donor recognition, and stewardship.
3. Support the design and execution of appeals and campaigns for College fundraising priorities, including President's Circle, that increase private giving from alumni, individuals, corporations, foundations and other organizations.
4. Engage donors and prospects around gift opportunities that align their interests with Foundation/College priorities and ensure a consistent message and a clear approach to sharing their story of impact.
5. Ensure a thorough and well-organized prospect and donor management system that supports accurate and appropriate record keeping and communication and ensures personal acknowledgment of gifts and pledges.
6. Support the development and cultivation of a Culture of Philanthropy within internal and external constituencies including College employees, volunteers, community members, prospects, and donors.
7. Work collaboratively with the Foundation Board of Directors by involving them in the execution of the fundraising plan.
8. Recruit, hire, develop, supervise, coach and evaluate team members and create a supportive, goal-oriented and productive work culture based on the organizational values.
9. Demonstrate commitment to the SRJC Foundation mission, vision and values.

KNOWLEDGE OF:

1. Principles and best practices associated with strategic fundraising plans to secure major gifts and develop partnerships with individuals, corporations, and foundations.
2. Basic knowledge of planned giving techniques.

KNOWLEDGE OF – Continued

3. Effective strategies to build new donor relationships and steward existing donor relationships.
4. Written and oral communication strategies with the ability to engage, inspire and educate in personal meetings, group settings and in written form.
5. Development and management of budgets.
6. Principles and practices of administration, supervision and training.
7. Applicable laws, codes, regulations, policies and procedures.
8. Operation of a computer and assigned software.

ABILITY TO:

1. Develop and execute a strong philanthropic program and achieve fundraising goals.
2. Operationalize a strategic fundraising plan by identifying goals and objectives and specific actions to achieve them, setting priorities, and evaluating results and adapting plan.
3. Work independently, to set and achieve goals with a high degree of initiative, self-direction, and self-supervision.
4. Serve as a team player in a high-performing, collaborative leadership team with demonstrated respect for the contributions of others.
5. Cultivate a work culture that is high performing, developmental, innovative, creative, inspiring and fun.
6. Utilize strong research skills and analytic reporting experience; ability to synthesize and present complex information in a simple way.
7. Cultivate and build cooperative relationships with a wide variety of individuals, including Board members, volunteers, community leaders, alumni, donors, and College staff.
8. Demonstrate passion for the mission, vision, and values of the SRJC Foundation and possess an understanding of how this position contributes to the College's success.
9. Bring a deep commitment to philanthropy and empathy for those seeking higher education opportunities.
10. Organize time effectively, establish priorities, and manage many tasks simultaneously in a fast-paced environment.
11. Demonstrate proficiency in MS Office applications; working knowledge of Raiser's Edge or other donor database software.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in a related field. Master's degree preferred.

Experience:

Eight years of increasingly responsible professional management experience in fundraising, development, alumni relations, or related field, preferably in an educational setting.