

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 District 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 active major and prospective donors over time.
2. Develop and execute strategies and materials for donor and prospect outreach, case statements, donor recognition, and stewardship.
3. Support the design and execution of appeals and campaigns for District 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/District 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 District 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. Lead and implement a strategic, goal-driven fundraising program with measurable results.
2. Work independently and collaboratively with strong initiative and accountability.
3. Build meaningful relationships with donors, volunteers, alumni, and District stakeholders.
4. Foster a positive, high-performing, and inclusive team culture.
5. Analyze and present complex information clearly using strong research and data skills.
6. Manage multiple priorities effectively in a fast-paced environment.
7. Demonstrate passion for philanthropy, higher education access, and the mission of the SRJC Foundation.
8. Use MS Office and donor database systems such as Raiser's Edge proficiently.
9. Respect and work effectively with people from diverse backgrounds.

MINIMUM 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.