



Title: Senior Director of Institutional Philanthropy and Individual Giving
Reports to: President and CEO
Position: Full-time and Exempt
Salary: Commensurate with experience

Position Mission/Purpose:

The Senior Director of Institutional Philanthropy and Individual Giving (“SDIPIG”) will create, execute and evaluate all Major Giving, Planned Giving, and Institutional Giving strategies to ensure a sustainable revenue portfolio to support our mission. Reporting to the President and CEO, the SDIPIG will develop fundraising strategies and campaigns to support the programs of the Missions while staying abreast of current fundraising techniques. S/he is responsible for the oversight, planning and implementation of fundraising programs that secure significant financial resources from individuals, foundations, corporations and others. The SDIPIG will lead the Missions’ efforts to obtain major, planned, and deferred gifts and will oversee donor prospecting and research, grant writing and special one- or multi-year fundraising campaigns. This includes the identification, cultivation, solicitation and stewardship of major donors and prospective donors, foundation and corporate donors. In conjunction with the President’s Office, s/he will give input into a comprehensive philanthropy strategy and annual operating plan to achieve financial goals approved by the CEO. This can include, but is not limited to strategic planning, strengthening and growing the donor base, marketing, events and community relations.

S/he will lead staff to institutionalize philanthropy and fund development within the organization and will help assure that the organizations corporate culture, systems and procedures support fund development and vice versa. The SDIPIG will oversee appropriate systems within the development department including but not limited to research and cultivation, gift processing and recognition. S/he will maintain accountability and compliance standards for donors and funding.

S/he will lead the Development Department which consists of three full-time positions: Director of Individual Giving, Development Coordinator, and Development Associate.

Responsibilities:

- Serves as part of the senior management team, working to ensure organizational health and effectiveness;
- Maintains a portfolio of between 140 and 160 active donors;
- Provides regular reports on Major and Planned Giving Activities and on important factors influencing it, including current trends, challenges, and opportunities;
- Helps the organization monitor results of performance measures for fund development;
- Makes donor and potential donor appointments, calls and visits and solicit funds and other resources for the organization, securing major gifts and planned gifts;
- Plans and implements foundation, corporate and individual donor cultivation, stewardship, outreach events and activities;
- Serves as an organization ambassador to donors, prospects, and external organizations;
- Researches and identifies potential major donors including individuals, groups and foundations;
- Participates in short and long-term strategic and operational planning and positioning of the organization;
- Maintains donor contact and proposal records, prepares proposal materials, and coordinates funding requests;

- Works within the strategy of the President and CEO to manage and solicit major gift donors;
- Oversees major gift donation reporting and acknowledgement, donor correspondence, and donor recognition;
- Leads the creation and growth of individual giving with estate planning, donor advised funds, gifts of appreciated assets, wills and bequests;
- Fosters a culture of philanthropy throughout the organization
- Helps the chief executive officer, development committee(s), and board fulfill their due diligence obligations to ensure an ethical fund development program;
- Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector;
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors, and ensures compliance with AFP code of ethical standards and standards of professional conduct for fund development and fundraisers;
- Ensures compliance with the organization's own fund development and philanthropic principles, policies, and procedures;
- Nurtures growth by creating a work environment that is rewarding to staff
- Supports attainment of the organization's fund development goals through the selection, development, motivation, and evaluation of human resources
- Ensures proper planning, including goal setting, strategy identification, benchmarking, and evaluation for Major and Planned Giving Activities
- Ensures sound fiscal operation of Major and Planned Giving functions, including timely, accurate, and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring, and implementation;
- Helps board members and staff identify, cultivate, and solicit charitable gifts;
- Ensures research and execution of foundation, corporate and government proposals
- Ensures appropriate prospect research is carried out;
- Serves as liaison and assigned staff member for the Development Committee of the Board of Directors, scheduling and facilitating meetings in conjunction with the committee's chair and providing reports on overall Development efforts to the committee.

Preferred knowledge, skills & abilities:

- Must present a demonstrated record of results-oriented, senior-level philanthropic leadership in annual giving, major gifts and planned giving;
- Experience in ways direct mail or digital techniques can foster major and planned gifts;
- S/he must have natural entrepreneurship skills, solid operational sense, the ability to coach and build relationships, and passionate enthusiasm for the mission of The Edmundite Missions;
- Must have the energy, vision and personal drive to create and execute a comprehensive major and planned giving fundraising strategy;
- Must have extensive experience in leveraging direct mail and digital communications to increase overall giving;
- Must have the ability to partner with The Edmundite Mission's leadership, Board, and committees in cultivating and soliciting major and campaign gifts;
- Must possess expertise in capital campaigns and the ability to focus on a campaign while maintaining excellence in all other fundraising programs;
- Must possess experience in the field of Planned Giving with a demonstrated ability to cultivate and close planned gifts;
- Must demonstrate a creative and intellectual approach to problem solving;
- Must be able to hold self and others accountable for outcomes;
- Must demonstrate a thorough understanding of the national regulatory climate as it pertains to fundraising;
- Must have a strong financial acumen with an ability to link mission, finance, revenue and expense;

- Must demonstrate high ethical standards and a personal commitment to the work of The Edmundite Missions;
- Must possess proficiency in general computer skills and database operations;
- Employment subject to satisfactory background check, including finger printing, in compliance with Archdiocesan Safe Environment policy.

Education and Experience:

Minimum of a Bachelor's Degree in public relations, business, communications, public administration or other applicable field. CFRE (Certified Fund Raising Executive) preferred. Eight or more years of experience in philanthropy and fundraising, with a demonstrated progression of responsibility and results, is required. The successful candidate must have experience building and guiding a sophisticated development team. Experience in raising funds in the Catholic Church is preferred.

I have read and understand this explanation and what is expected of me with this job description.

Signature: _____ **Date:** _____