

## **Director of Philanthropy - Exempt**

### **Summary/Objective**

This position is responsible for identifying, cultivating, and advancing donors to attain and sustain fundraising revenue that will serve to advance GCKH strategic objectives and priorities. With accountability for securing at least \$850,000 annually the incumbent develops and executes strategic plans to attain major gifts, grants, sponsorships, planned giving, while bringing in new funders and donors through donor relations and giving campaigns.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborate with Executive Director to craft strategy and establish fundraising objectives.
- Research, identify, cultivate, solicit and steward donor prospects with an eye toward growth, retention, acquisition, and donor movement.
- Identify new sources of fundraising revenue.
- Develop, maintain and strengthen relations with foundations, corporations, community partners, and current/prospective donors through engagement efforts such as program tour and visits and other strategies.
- Research, identify, cultivate, solicit and steward prospects, holding at least 200 prospect or donor engagement visits annually.
- Development and implementation of outreach strategies and initiatives that are consistent with the GCKH mission, goals, and brand. The purpose of these strategies is to build GCKH's financial resources.
- Find & facilitate opportunities for GCKH Board and leadership to engage with prospects.
- Foster appropriate and ongoing with donors and prospects
- Provides presentations to relevant partners and community groups that expand the awareness of GCKH programs thus increase referrals and contributions.
- Maintains all donor information in a timely and efficient manner in the donor database.
- Work closely with the Controller and Executive Director to ensure accuracy of donor records.
- Manage the Events & Outreach Specialist position
- Assist Outreach & Events specialist with administering, managing, and directing development events including all third-party fundraisers.

### **Competencies**

Customer/Client Focus  
Teamwork Orientation  
Communication Proficiency  
Performance Management  
Business Acumen  
Initiative  
Results Driven  
Organizational Skills  
Presentation Skills

### **Supervisory Responsibility**

n/a

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **Position Type and Expected Hours of Work**

This is a full-time position, and core hours of work and days are Monday through Friday, 8 a.m. to 5 p.m. Additionally, this position may require occasional weekend work.

## **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

## **Required Education and Experience**

A minimum of a Bachelor's degree in Business Administration, Organizational Communications, or other related degree field and leadership experience with 2 to 5 years of experience in fundraising, marketing and/or sales. Must have strong interpersonal skills, communication skills, and business writing skills and presentation skills. Experience with nonprofit preferred. Raiser's Edge experience also preferred.

## **Additional Eligibility Qualifications**

None for this position.

## **Work Authorization/Security Clearance**

This position requires successful completion of a Level 2 background check.

## **AAP/EEO Statement**

Gulf Coast Kid's House provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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Employee Signature

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Date