

# **Philanthropy Assistant Director**

As a member of The Center's three-person Philanthropy Team, the Philanthropy Assistant Director is responsible for helping to meet The Center's annual philanthropic budgetary needs by identifying, cultivating, soliciting, and stewarding individuals, corporations, foundations, and other aligned groups through visits, special events, volunteer coordination, and other forms of contact.

## **Job Duties**

### **Individual Fundraising/Leadership Giving**

Responsible for scheduling and holding regular face to face visits with individuals to identify and cultivate their philanthropic interest in the mission, vision, and work of The Center; solicit for annual or multi-year support; and steward their giving

Manage a solicitation, cultivation, and stewardship strategy for the 1180 Society, The Center's leadership annual giving society

Encourage donor participation in other Center leadership giving societies

Provide prospects with timely and appropriate follow up after each visit and steward gifts through various means of acknowledgement

### **Volunteer Management and Special Events**

Manage strategy, development, and execution of The Center's special events, including its Grand Gala, and philanthropic special event(s) as assigned by the Philanthropy Director

Manage all aspects of special event volunteer committees and volunteer activities, including, but not limited to, staffing, coordination, training, and acknowledgement

Coordinate event publicity, including public relations, advertising, and collateral materials

Solicit in-kind marketing sponsorships from local media to support events

Manage and coordinate the successful solicitation sponsors in coordination with Center team members and volunteers to expand sponsorship activity and fulfillment

Organize annual donor stewardship events in coordination with the Philanthropy Director, Center team members, and volunteers

Send thank you notes and/or appropriate follow up to all sponsors and donors in a timely manner

Serve as a staff liaison to the Friends of The Center (FOTC) committee and other volunteer groups or committees as assigned by the Philanthropy Director

### **Corporate Giving and Sponsorships**

Manage corporate fundraising strategy to meet the annual corporate funding/sponsorship needs for Center programming as prescribed in The Center's budget

Secure corporate sponsorships for special events as assigned in collaboration with the Philanthropy Committee, volunteers, and Center team members

Create and regularly update the sponsorship opportunities document in collaboration with Center team members or based on upcoming event or program opportunities

Provide corporate giving prospects and donors with timely and appropriate follow up materials post solicitation and/or visit

Ensure that sponsors receive timely communication to schedule and manage sponsorship benefits, and steward gifts through various means of acknowledgement

Work collaboratively with volunteers and team members to establish sponsorship levels, benefits, and sponsor narrative

### **Foundation Fundraising**

Plan, manage, and execute a foundation fundraising strategy to meet The Center's annual budget expectations, including drafting proposal narrative, budgets, and appropriate collateral materials for each grant opportunity providing adequate time for internal review and timely submission of grant proposals, agreements, and reports

Work with Philanthropy team members to draft and execute grant proposals and collaborate with Center team members to ensure that all grant proposal objectives and requirements are met

Engage with Center team members to identify programs and special projects for foundation proposals

Research new foundation grant funding cycles and requirements to increase the pool of potential foundation funding sources

In partnership with the Philanthropy Director, schedule site visits and cultivation meetings with current and new foundation representatives to engage them in the mission and work of The Center

Manage and execute timely reports to foundation funders in keeping with their grant requirements

### **Other Philanthropy Program Activities**

Capture timely and complete details of fundraising activity into The Center's database

Draft newsletter copy, regular articles, updates, invitation copy, etc., related to fundraising, and review written drafts from members of the Philanthropy Team

Represent The Center at community functions and networking events

Follow The Center's Culture Document

Other duties as assigned by the Philanthropy Director

### **Skills Required**

Successful candidates will have at least 3-5 years of fundraising experience, be highly organized, detail-oriented, and have excellent customer service and interpersonal skills. We seek an individual who shares our strong enthusiasm for the mission of The Center, relates well with seniors, and has excellent written and verbal communication skills. This role requires a responsive, action-oriented fundraiser who can operate both independently and as a collaborative team member within a fast-paced work environment. Other requirements include strong computer skills including proficiency with MS Office. Bachelor's degree.

Preferred: Demonstrated success in developing relationships and successfully soliciting and closing gifts from individuals, foundations, businesses, and organizations is preferred, as is successfully working with volunteers to manage and implement both large and small-scale special events. Experience with DonorPerfect, The Center's database, and some background in marketing is a plus.

**Applications should include a resume, letter of interest, and contact information for at least 3 references. The search will be carried out with full confidentiality. To apply, email [melanie@thecentercville.org](mailto:melanie@thecentercville.org).**