



Philanthropy Assistant Director

About The Center at Belvedere

The Center is a nationally accredited, award-winning nonprofit organization that creates healthy aging opportunities for adults aged 50 and older through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. Since opening in 1960, we have never stopped growing and evolving to meet the changing needs of our community. We rely on philanthropy to support 60% of our annual operating budget as we work to address the gap between healthspan and lifespan.

We are committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind, as the only healthy environment is one that reflects and respects the rich diversity of the communities we serve. Learn more about our work: [Website](#), [Strategic Plan](#), and [2023 Annual Report](#).

About the Job

We are looking for a development professional with the full complement of fundraising skills. Reporting to and working closely with the Philanthropy Director, the Philanthropy Assistant Director will cultivate, solicit, and steward philanthropic support in alignment with The Center's mission and current strategic plan. A key member of a three-person philanthropy team, the Philanthropy Assistant Director works to successfully secure financial resources from individuals, foundations, and corporations.

In return, we offer an opportunity to have a real impact on people's lives in a collaborative work environment where new ideas are welcome, and where everyone appreciates the value of a healthy work-life balance.

Essential Responsibilities

- Work with The Center's Philanthropy Director, team members, and volunteers to support a comprehensive development plan
- Execute fundraising strategies to meet annual goals; and help promote a culture of philanthropy
- Nurture relationships with existing donors and cultivate new donor prospects to meet the financial goals necessary to further the mission of The Center
- Manage a portfolio of individuals, foundations, and businesses, including in-person meetings with donors and prospective donors, grant applications, gift acknowledgments and stewardship, fundraising communications, and special events

About the Ideal Candidate

You are an energetic, collaborative team player who values older adults and enjoys building meaningful relationships with community members to philanthropically support The Center's healthy aging mission. You want to apply your fundraising skills in a supportive, professional environment and have a real impact on

people’s lives. You thrive in a fast-paced environment that requires both individual and collaborative efforts. You provide excellent customer service, value differences in people, and have extraordinary communication skills, both verbal and written.

Minimum Qualifications

- 3+ years of experience as a fundraising professional in a nonprofit organization, with demonstrated success in building relationships and soliciting contributions from corporations, foundations, and individuals
- Bachelor’s degree

Knowledge, Skills, and Abilities

- Exceptional communication skills, including the ability to write and speak about complex issues in a compelling manner
- Adept at establishing and maintaining positive, collaborative working relationships with colleagues, volunteers, and stakeholders to enhance organizational effectiveness
- Ability to prioritize, plan, manage, and complete work to meet established deadlines
- Capacity to take initiative, respond quickly, be flexible, and adapt positively to change
- Commitment to working well in a diverse team environment
- Personal qualities of integrity, discretion, flexibility, intellectual curiosity, and eagerness to learn
- Strong computer skills, including experience using a CRM database (The Center uses DonorPerfect) and MS Office Suite
- Light physical demands of office environment and community center: sitting, listening, walking, lifting up to 40 lbs

Salary Range & Benefits

This position is full-time (40 hours per week) and on-site, with a benefits package that includes health and dental coverage, a matching 403(b) plan, vacation, sick leave, and national holidays. Salary range is \$65–\$75K, commensurate with experience.

To Apply

Are you the one we’re looking for? Please email your resume, cover letter, and writing sample to Finance Director Kim Shipley at kim@thecentercville.org with “Center Philanthropy Assistant Director” as the subject line. In your cover letter, please speak directly about your experience and your interest in working with The Center.

Organization:	The Center at Belvedere
Type:	Full Time
Application Deadline:	Initial review begins April 1 and continues until the position is filled.
College Degree Required?	Yes
Salary Range	\$65K–\$75K
Email	Kim@thecentercville.org