



Philanthropy Assistant Director

About The Center at Belvedere

The Center is an award-winning nonprofit that works to address the gap between healthspan and lifespan by creating healthy aging opportunities for older adults through social connection, physical well-being, civic engagement, creativity, and lifelong learning. We are committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. To serve our community, we rely on philanthropy to fund 60% of our annual operating budget. Learn more about our work from our [website](#) and [2025 Annual Report](#).

About the Job

As a key member of three-person philanthropy team that raises \$1.5–\$2 million annually to support The Center’s mission, the Philanthropy Assistant Director works to successfully secure financial resources by:

- Developing compelling and persuasive written materials inspiring philanthropic support, including annual fund, articles, and stewardship messages, to grow and engage a broad base of supporters
- Planning and executing a foundation fundraising plan that includes grant prospecting, scheduling, writing, and reporting
- Managing the corporate fundraising strategy to cultivate mutually beneficial partnerships and meet the annual corporate funding needs

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

About the Ideal Candidate

You are an intellectually curious, energetic, collaborative team player who wants to create lasting impact for older adults and help take our annual fundraising efforts to the next level. Your strong suits are writing, project management, and proactive relationship building. You thrive in a fast-paced environment that requires both individual and collaborative efforts. You provide excellent customer service and value differences in people.

Minimum Qualifications

- Bachelor’s degree or equivalent combination of education and work experience
- Minimum of three years of experience in education, marketing, or fundraising, preferably in institutional nonprofits or other complex organizations
- Proven track record of managing complex projects with increasing levels of responsibility, including planning, coordination, and timely execution of deliverables
- Desire to collaborate to achieve organizational and community goals
- Proficiency with MS Office Suite and database systems

Knowledge, Skills, and Abilities

- Exceptional listening, writing, and communication skills with an ability to adapt tone and style for different formats and audiences
- The ability to write and speak about complex issues in a compelling and persuasive manner

- Adept at establishing and maintaining positive, collaborative working relationships with colleagues, volunteers, and stakeholders to meet fundraising goals
- 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 pounds

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 \$60–\$70K, 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 immediately and continues until the position is filled.
College Degree Required?	No
Salary Range	\$60K–\$70K
Email	Kim@thecentercville.org