



Philanthropy 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 [2022 Annual Report](#).

About the Job

We are looking for a skilled development professional to strategically expand our fundraising activities and outcomes. Reporting to and working closely with the Executive Director, the Philanthropy Director will plan, execute, and grow a program that cultivates, solicits, and stewards philanthropic support in alignment with The Center's mission and current strategic plan. A key member of a four-person leadership team, the Philanthropy Director leads the philanthropy team and works with two direct reports, to successfully secure financial resources from individuals, foundations, corporations, and others.

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 Executive Director, team members, and volunteers to create a comprehensive development plan; implement and regularly evaluate fundraising strategies to meet annual goals; and promote a culture of philanthropy.
- Nurture relationships with existing donors and cultivate new donor prospects to scale up philanthropic support to keep pace with planned organizational growth.
- Train, mentor, and evaluate philanthropy team members, empowering them to achieve fundraising goals.
- Manage The Center's fundraising workflow, including in-person meetings with donors and prospective donors, direct mail and email solicitations, grant applications, gift acknowledgments and stewardship, data analysis, fundraising communications, and special events.
- Work with The Center's Board of Directors to support aligned engagement and fundraising efforts.

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.

Qualifications

- 6+ years of experience as a fundraising professional in a nonprofit organization, with demonstrated success in building relationships; soliciting contributions from corporations, foundations, and individuals.
- 2+ years of experience leading and managing nonprofit fundraising teams or team members. (Experience successfully directing and managing an organization’s fundraising strategy, program, and staff is preferred.)
- Bachelor’s degree

Knowledge, Skills, and Abilities

- Adept at establishing and maintaining positive, collaborative working relationships with colleagues, volunteers, and stakeholders to enhance organizational effectiveness
- Ability to set, evaluate, and meet fundraising goals, prioritize, plan, manage, and complete work to meet established deadlines
- Exceptional communication skills, including the ability to write and speak about complex issues in a compelling manner
- Capacity to take initiative, respond quickly, be flexible, and positively adapt to change
- Demonstrated track record of working well in a diverse team environment
- Interest in and ability to coach, support, and advise others in becoming effective fundraisers
- Ability to keep the big picture in focus while attending to the small details
- Personal qualities of integrity, discretion, and intellectual curiosity
- Strong computer skills, including experience using a CRM database (The Center uses DonorPerfect) and MS Office Suite

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 \$90K - \$120K, commensurate with experience.

To Apply

Are you the one we’re looking for? Please email your resume and a cover letter to Finance Director Kim Shipley at kim@thecentercville.org with “Center Philanthropy 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:	October 30, 2023
College Degree Required?	Yes
Salary Range	\$90K–\$120K
Email	Kim@thecentercville.org