



## Director of Philanthropy

**Summary:** Big Brothers Big Sisters of the Greater Miami Valley is seeking an entrepreneurial Director of Philanthropy to work with the CEO, Board and staff to lead development and philanthropic activities for the organization. Reporting to the CEO, the Director of Philanthropy is responsible for raising funds through and cultivation and stewardship of individuals, corporations, foundations and other sources.

**Responsibilities:** The Director of Philanthropy will work with the CEO, Board members and other members of BBBS team to ensure fundraising goals and benchmarks for the organization are met and exceeded.

Duties include:

- Create and implement strategies to identify, steward and secure philanthropic gifts from local businesses and corporations, foundations, government entities and philanthropic individuals.
- Re-develop and implement annual fund appeals (i.e. direct mail campaigns, monthly giving program, or targeted solicitations) to annual fund donors.
- Work closely with volunteers and the Fund Development Committee to ensure annual campaigns meet or exceed their philanthropic goals.
- In partnership with the Special Event and Communications Coordinator, identify and manage communications with donors participating in signature peer-to-peer fundraising campaigns and events.
- Research, write and submit grant applications and ensure timely and accurate reporting.
- Create and implement a Planned Giving program and strategies to identify and secure planned gifts from loyal donors.
- Create and implement a Major Gifts program and strategies to identify and secure Major Gifts.
- Ensure diversity and sustainability of BBBS's donor base.
- Responsible for the fundraising database – Giftworks --- to ensure a high-quality Moves Management process to enhance donor prospects and affiliations/actions that advance prospect and donor relationships.
- Visit with current and prospective donors for continued cultivation and engagement opportunities (could include Board, volunteers, local community representatives, etc.)

- Utilize social media and digital marketing tools and platforms to engage, cultivate, solicit and steward donors.

**Qualifications:**

- BA/BS degree required.
- Minimum of 3 --- 5 years of progressive responsibility in development field with a proven track record in building relationships, and major gift solicitation and cultivation. Comparable experience will be considered.
- Strong personal relationships within the BBBS service area – Montgomery, Miami, Greene & Preble counties.
- Strategic thinker with the ability to manage short-term and long-term plans and goals with a record of achieving results in a small team environment.
- Proven track record of building and implementing systems and structures that support significant growth.
- Solid, persuasive verbal and written communications skills, including the ability to deliver inspiring and succinct presentations and conduct productive meetings.
- The ideal candidate will possess very good judgment, strong emotional intelligence, and an entrepreneurial spirit.
- Authentic persona; highly energetic and a natural collaborator.
- Strategic, analytical approach combined with a strong work ethic, interpersonal professionalism and charisma.
- Experience working with GiftWorks, Salesforce or comparable CRM database to support fundraising efforts preferred.
- Strong passion and articulated belief in the mission of Big Brothers Big Sisters.
- Valid driver's license and reliable vehicle, successful completion of criminal background and drug screen.

**Compensation & Benefits:** Competitive salary and benefits including: health, dental, vision and life insurance, Paid Time Off, 11 paid holidays, matching 401k. Compensation commensurate with experience.

To apply: email cover letter, resume and references to [apfeiffer@bbbsgmv.org](mailto:apfeiffer@bbbsgmv.org). No phone calls or walk ins. Position open until filled.