

# PASTORAL INSTITUTE

**DEPARTMENT:** Administration/Foundation

**JOB TITLE:** Director of Advancement and Philanthropy

**JOB DESCRIPTION:** Serves as the donor relationship manager responsible coordinating with CEO and Board of Trustees for cultivating and soliciting all gifts, grants, and donations for the organization

**DUTIES AND RESPONSIBILITIES:**

- Design and coordinate the execution of an annual fundraising program earning at least \$700,000 annually with growth goals that match the operational need. Lead and participate in the solicitation efforts of targeted individuals and corporations. Exercise diplomatic persistence in the cultivation of donors. Demonstrate the ability to close the deal.
- Manages a donor pipeline for all Board members and maintains records for the four phases for all donors that include discovery, cultivation, solicitation, and stewardship. Works directly with Board of Trustees to inspire greater participation in advancement efforts while capitalizing on board member's resources, talents, and networks.
- Create and implement a robust stewardship plan for all levels of giving to the organization.
- Experience with maintaining good working relationships with staff and Board members in a leadership role.
- Coordinates marketing efforts for philanthropy with operations for marketing within two distinct audiences (clients & donors) through social media, direct mail, and traditional media options.
- Works collaboratively with community engagement activities to promote the organization in the community by identifying potential partnerships and opportunities for joint grants.
- Works closely with CEO and Board Chair to set the tone and strategy for all fundraising for the organization. This position should implement innovative and creative ideas for securing private donations. Provide analytic reports to senior leaders, the CEO, and the Board.
- Create a new planned giving program recruiting longtime, loyal donors to give through estate and planned giving options.
- Monitor key fundraising trends and issues and communicate their implications to the CEO with suggested action.
- Provide oversight and strategic direction on any fundraising or stewardship events.

- Manage and supervise any advancement staff that may be added due to future growth of the program.

**EDUCATIONAL REQUIREMENTS:** Minimum of a bachelor's degree in business, health service administration, marketing and communications, or other relevant field.

**EXPERIENCE:**

Minimum of at least eight years experience in fundraising and/or nonprofit management. Preferred candidate will be credentialed as a Certified Fund Raising Executive (CFRE), have experience in direct fundraising techniques to include solicitation of individuals and a proven record of success. Must have experience with donor database for building relevant pipeline for prospects. Other desired skills include successful grant writing, campaign management, Board management, and leadership. Must have excellent writing and communication skills.

*Pastoral Institute is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, sexual orientation, gender identity or expression, age, national origin, veteran status, genetic information, union status and/or beliefs, or any other characteristic protected by federal, state, or local law.*