

Position Summary

The Director of Philanthropy is responsible for building relationships with donors and securing funding for the Foundation's programs and initiatives through identification of potential donors, cultivating relationships and working closely with leadership and programs staff in developing and implementing fundraising initiatives.

Essential Functions

Daily attendance and punctuality are an important responsibility of all Immokalee Foundation employees and therefore considered an essential function for all positions.

- **Fundraising and Relationship Building:**
 - Identify and cultivate potential donors including high-net-worth individuals, foundations, and corporations through research, donor databases, and networking.
 - Identify and address potential challenges and opportunities in the fundraising landscape both local and national trends.
 - Knowledge and experience raising planned giving actions and opportunities.
 - Develop and maintain strong relationships with existing donors.
 - Secure financial support for the Foundation's programs and initiatives.
 - Complete the onboarding of strategic plan benchmarks.
- **Donor Portfolio, Moves Management, & Strategic Planning Benchmarks:**
 - Manage the portfolio of assigned constituents by tracking "action" and "opportunity" fields in Raiser Edge.
 - Develop the quarterly 30-60-90-day plan with benchmark outcomes.
 - Establish and maintain meaningful relationships with potential donors through personalized communication, meetings, and events.
 - Meet fundraising performance contract annual goal.
 - Participate in the Major Gift Moves Management internal weekly meetings and monthly committee meetings.
- **Communication and Outreach:**
 - Represent the Foundation at fundraising events and community outreach activities.
 - Collaborative with other departments such as programs and marketing to ensure a cohesive and effective fundraising strategy.

Non-Essential Functions and Duties

- Model the use of integrity and diplomacy in making decisions regarding sensitive issues.
- Demonstrate a commitment to quality and service excellence.
- May participate on committees in a member or ad hoc capacity.
- Additional duties as assigned.

Core Competencies

- Prospect and Donor research including quantitative, qualitative, and Ai.
- Fundraising database experience preferred Raiser's Edge, Donor Perfect, and similar advance operational functions.
- Attributes – knowledge, ambition, and integrity
- Adaptability - responding to change effectively, proactively seeking opportunities to be supportive of change and serve our mission.
- Collaboration – helping colleagues as needed and viewing responsibilities as shared.
- Communication – effectively using oral and written communication to both internal and external parties. Demonstrating empathy and listening.
- Mission Driven – commitment to the mission of the Foundation and alignment with organizational values.
- Ownership – effectively manages own work and work of teams ensuring delivery of high-quality work.
- Decision Making – Effectively structures and facilitates decision-making processes; makes decisions effectively and responsibly to improve organizational health and impact.

Qualifications

Preference will be given to current residents of SWFL.

Education

- Bachelor's degree required in the field of business management, marketing, public policy, education, or related field of study. Direct and relevant experience may be considered in lieu of degree attainment.
- Master's degree preferred.

Certification(s)/Licenses

- CFRE or CFRM, or attainment eligible and expected within one year of employment.
- Active valid driver's license in good standing

Experience

- Minimum three (3) years of professional experience in fundraising development, marketing/communication management preferably in a not-for-profit environment. Five (5) years preferred.
- Minimum three (3) years of experience in fundraising development and establishing strategy with high-net-worth donor communities.
- Demonstrated diversification in philanthropic practice areas required.
- Previous direct working and collaborative experience with not-for-profit boards.
- Previously demonstrated management experience fostering and developing an organizational culture that supports intra-organizational teamwork and collaboration which supports employee engagement and strategic and operational goal attainment.

Skills and Abilities

- Joy for fundraising, including enthusiasm to make asks and manage donor relations.
- Advanced knowledge and proficiency in the fundraising techniques with high-net-worth donors.
- Ability to foster teamwork and collaboration.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolutions skills.
- Excellent organizational skills and attention to detail.
- Advanced analytical and problem-solving skills.
- Advanced application of social etiquette standards and manners.
- Advanced knowledge and experience with varied third-party systems, e.g. Blackbaud, Raisers Edge, iWave, Wealth Engine.
- Intermediate to advanced proficiency with Microsoft Office Suite or related software.

Physical Abilities/Working Conditions

- Office environment and social settings.
- Ability to work outside of traditional business hours, to travel locally and occasionally regionally and nationally.
- Frequent and prolonged periods of viewing and operating a computer.
- Occasional lifting up to 25 pounds.
- Occasional standing for long periods of time.
- Occasional daily or overnight travel.
- Ability to operate a motor vehicle and adhere to traffic laws and regulations.