

Job Title: Director of Philanthropy			
Work Location: 6 th N. 5 th Street Richmond, VA 23219			
Department: Development and Advancement			
Reports To: Sr. Director of Philanthropy			
Work Environment: Traditional Office Environment			
Physical Demands: Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.			
Pay Grade: 7			
Work Hours	Classification	Staff Supervision	Travel Required
<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes %
<input type="checkbox"/> Part Time	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> No	<input checked="" type="checkbox"/> No

Position Summary:

As part of the YWCA Richmond’s Advancement Team, the Director of Philanthropy is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors and entities in support of YWCA Richmond’s programs.

This role will manage a portfolio of current and prospective donors and will be expected to identify, qualify, cultivate, solicit, and steward these individuals and corporations. The Director of Philanthropy is expected to spend time in the field meeting and interfacing with key constituents and prospects to identify capacity with a goal of increasing the number of new donors and elevating current donors and supporters to greater gift levels.

The Director of Philanthropy will manage the Grants and Data Coordinator and Advancement Coordinator and lead the grants management and stewardship processes, respectively.

This successful candidate needs to be a forward-thinking, Advancement Team experienced fundraising professional who can be a highly collaborative member of the team. A high degree of self-direction and initiative is required to be successful in this role.

Role & Responsibilities:

Working with the Sr. Director of Philanthropy, the Director of Philanthropy is responsible for \$5M - \$8M in grant and sponsorship funding for YWCA Richmond.

Grants Management:

- Plan and implement strategies to generate financial support by identifying, researching, cultivating, and soliciting diverse funding portfolios that includes private/corporate foundations, and federal and state and local funding sources

- Lead application process including establishing timelines, identifying, creating and coordinating submission materials with Grants & Data Manager
- Work with the Sr. Director of Philanthropy and YWCA Leadership Team in developing grant applications to meet institutional strategic priorities and to support annual budget goals
- Proactively research grant opportunities, reaching out to team members and potential collaborative agencies to support submission of applications
- Stay abreast of emergent community needs, relevant trends and best practices as they relate to domestic violence and sexual assaults services, supportive and affordable housing, and childcare services for pre-school aged children
- Collect information, draft and/or edit all major proposals working with program staff to secure key programmatic information relevant to submission of grant materials
- Work collaboratively with the Grants & Data Manager to create and manage grant budget requirements
- Monitor regulations of funding agencies to ensure that all compliance, monitoring, and data requirements are in place
- Provide ongoing technical assistance to managers and staff of grant-funded programs
- Monitor developments in federal and state agencies and impact on funding opportunities
- Administer the grants management process including internal coordination between project coordinators/directors and Finance Team Stewardship & Major Donors
- Work closely with the Sr. Director of Philanthropy to determine key metrics, accountability and reporting mechanisms aligned with performance, growth, and gratitude objectives for Major Giving
- Lead Annual Fund development process and follow up in collaboration with Sr. Director of Philanthropy and Advancement Team
- Successfully manage a portfolio of donors, businesses and prospects and build deep donor relationships with assigned individuals and organizations
- Develop a specific strategy to continually identify, cultivate and solicit individuals and organizations capable of making major gifts to the organization
- Assist the Sr. Director of Philanthropy and Advancement Coordinator in strategic relationship building
- Use Blackbaud/Raiser's Edge to cultivate and steward relationships with donors and funding partners
- Responsible for managing material development, recruitment, recognition, solicitation, promotions, event planning, volunteer activities, training, and presentations with the appropriate Advancement Department team members
- Define, achieve, and analyze annual and multi-year giving goals and report results
- Prepare reports detailing program and funding accomplishments for presentation to the Senior Leadership Team, YWCA Board of Directors, and funding partners as needed

- Represent YWCA Richmond at various events as needed

Events Management:

- Manage event sponsor recruitment and sponsor communications
- Support Advancement team in event coordination and stewardship activities
Cooperate with others to accomplish common goals; work with employees within and across their department to achieve strategic goals

Other duties as assigned necessary for the effective operation of the Advancement Team

Education & Experience:

- Bachelor's Degree in a related field with 3-4+ years of relevant experience
- Two to four years of experience in advancement, grant writing, grant management/administration and/or project management
- Experience working with government agencies and nonprofit organizations preferred

Required Knowledge:

- Excellent oral and written communication skills
- Ability to develop and maintain networks and authentic relationships
- Ability to work with diverse teams and external stakeholders at all levels
- Close attention to detail with strong organizational skills
- Ability to track, meet and maintain a variety of deadlines
- Ability to work independently
- Passion for YWCA Richmond's mission to empower women and eliminate racism

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

Demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.

The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

This position is subject to grant funding.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date