



Senior Director of Philanthropy Job Posting

Full Time, Exempt
Reports to Chief Philanthropy and Strategy Officer

About Person-to-Person

Established in 1968, Person-to-Person (“P2P” – www.p2phelps.org) P2P is a community-supported agency that provides assistance to individuals and families as they move toward economic stability. The vision that guides P2P’s work is “thriving, hunger-free homes”. With a financial budget of over \$5MM+, an additional \$10MM in annual “in-kind” donations, and over 30,000 volunteer hours donated annually, P2P is a well-managed and innovative agency.

Philanthropic support goes directly to programs which include four food pantries, including two mobile food pantries, a clothing center, Financial Opportunity Center®, financial assistance and counseling for a client’s situational crisis, summer camperships for children and college scholarships and mentorships. At P2P we value **Community, Service, Integrity, Dignity and Quality** in our service to the communities we serve.

Position Summary

This is an exciting opportunity for a highly motivated, dynamic and talented individual with experience in the field of philanthropy. Reporting directly to the Chief Philanthropy & Strategy Officer, and with the potential for internal promotion within 18 – 24 months, the Senior Director of Philanthropy provides high-level, strategic support to Person-to-Person’s efforts to secure funding from individuals, family foundations, and corporations for both unrestricted and restricted purposes. In this capacity, s/he is responsible for cultivating and stewarding donors, writing and assembling proposals, appeals, and reports, and will communicate P2P’s goals, mission and programs to donors in a compelling and strategic manner. The ideal candidate will have 5+ years of relevant work experience, strong analytical skills, comfort engaging with major donors, and the ability to prioritize under deadlines. Experience with capital campaigns is also a plus. S/he will demonstrate initiative and continually seek out opportunities for stewardship and cultivation of both current and potential donors, including arranging and leading site visits.

Minimum Qualifications

- A minimum of five (5) years of front-line fundraising with the proven track record to secure five-figure and multi-year gifts.
- Demonstrated ability to manage a portfolio of high-net-worth donors and prospects in a high volume and fast paced environment.
- Expertise in moves management and donor engagement plans.

Job Details

- Supports the Chief Philanthropy and Strategy Officer in overseeing all frontline fundraising activities, including appeals, solicitations, donor stewardship, recognition and appreciation efforts.
- Manages a portfolio of individual major donors (e.g., annual giving of \$10,000 - \$25,000+).
- Creates special/transformational gift opportunities (programmatic and capital) and works with all team members across the Development team, including Marketing and Communication, Donor Relations, Grants, Stewardship, Events, and Volunteers to create high quality donor communications and collateral materials.
- Utilizes technology, including Salesforce, to analyze donor trends to secure gifts.
- Strives for a high level of donor satisfaction and engagement with a mindset on the donor experience.
- Creates donor recognition and stewardship opportunities.
- Recommends strategies for improving donor engagement, reducing attrition rates, and improving return rates across donor levels (e.g., upgrading mid-level to major donors and increasing major donor donation levels).
- Flexibility to work some evenings and weekends.
- Other duties as assigned.

Skills and Requirements

- Commitment to the mission and vision of Person-to-Person and to the community being served.
- Belief that a commitment to diversity, equity and inclusion will provide the best environment, experience and services for everyone, and especially the P2P community.
- Passion for fundraising, meeting people and sharing stories of P2P's work with a variety of audiences.
- Ability to create clear, lively, engaging and compelling copy in a variety of styles appropriate to target audiences and / or the broader public, while ensuring adherence to the organization's message.
- Thorough knowledge of the fundamentals of writing, grammar, syntax, style, and punctuation.
- Solid educational background: Bachelor's degree required.
- Superior technology skills, including proficient knowledge of MS Office suite, internet research, wealth screening tools, and publishing/ image handling; knowledge of Salesforce and Pardot a plus.
- Excellent analytical and critical thinking skills, ability to use data to analyze trends.
- Thorough attention to detail, project management and organizational skills.
- Responsible and accountable, ability to work unsupervised, both independently and in a collegial team environment. Must thrive on a diverse, multi-disciplinary team.
- Ability to use personal vehicles and possess valid driver's license and be willing to travel as necessary.
- High ethical standards, comfort dealing with confidential information.
- Ability to manage multiple concurrent timelines and projects.
- Experience with budget management and preparation of financial reports.
- Willingness to learn new skills and work on different and evolving projects.
- Possess warmth, sense of humor, honesty and compassion.

Salary range for this position is \$120,000 - \$125,000; negotiable for the right candidate.

This position is in person with the option for one remote day per week; candidate must be able to work from office.

Person-to-Person is committed to creating a diverse environment. We believe that a commitment to diversity, equity and inclusion provides the best environment, experience and services for everyone,

and especially the P2P Community.

Please submit your resume, along with a thoughtful cover letter to jobs@p2phelps.org Attn: Deb Ritchie, Chief Operating Officer. Kindly note that resumes without a cover letter will not be reviewed. No telephone calls, please.

Person-to-Person is an Equal Opportunity Employer.