



SAINT FRANCIS
SERVICE DOGS

Director of Philanthropy

Saint Francis Service Dogs is committed to helping people with disabilities to better experience the world through partnership with a service dog

MISSION

Saint Francis Service Dogs is a non-profit organization whose purpose is to assist children and adults with disabilities to become more independent and self-sufficient through partnership with a professionally trained service dog.

The organization is also committed to:

- promoting the use and acceptance of service dogs through public and professional education;
- providing advocacy for service dog partners; and
- supporting the growth of the service dog industry on a national level.

Our service area is Virginia and the area within a three hour drive from the Saint Francis Facility at 8232 Enon Drive in Roanoke, VA.

Reports to: Executive Director

General Description

The Director of Philanthropy (DP) supports the mission of Saint Francis Service Dogs and is responsible for securing both individual and institutional funds, providing strategic direction, leadership and management of all aspects of fundraising activities. The DP fosters a culture of philanthropy, provides an active voice in the organization's strategic decision-making, and designs and implements communications, systems, and protocols to ensure aggressive annual revenue growth.

The DP communicates Saint Francis' vision to potential funders and donors and builds strong relationships with stakeholders. The DP serves as the Board of Directors' contact for all fundraising efforts, serving as the lead solicitor and overseeing fund development

of major gifts, planned giving, annual and capital campaigns, corporate partnerships, foundations, and special events to ensure fund growth and stability.

Position functions and responsibilities:

To be successful in the role, an individual must be able to perform the following:

Resource Development Strategy

1. Establish the revenue forecast and evaluate fundraising potential to implement a comprehensive and effective fundraising strategy for Saint Francis with clear annual financials goals.
2. Develop annual and strategic plans for the philanthropy department, including a departmental budget, benchmarks and job performance goals to measure progress and success.
3. Direct and manage all fundraising activities, including the identification of new funding opportunities and the implementation of targeted strategies.
4. Personally secure major, planned gifts and organizational gifts with an assigned portfolio of high-net worth prospects and current donors. Engage the ED, Board members, and the appropriate staff in relationships with high net-worth individuals.
5. Oversee and implement planned giving program.
6. Lead organization innovation efforts to develop new fundraising ideas and programs.
7. Oversee and implement donor moves management and solicitation system to develop a donor pipeline and organize the fundraising assignments for staff.
8. Oversee and implement the Annual Fund strategies including direct mail, online solicitation, monthly giving and social media engagement.
9. Oversee and implement an effective grant program to ensure continued growth of institutional funder revenue and cultivation of foundation and organization support, and corporate and government relationships.
10. Monitor staff in meeting grant requirements and time-frames, preparation of grant proposals, report and required documentation.
11. Track and analyze major and planned giving performance and develop reports for the ED and Board of Directors.

Management

1. Promote an organization-wide culture of philanthropy and appreciation
2. Generate evaluation reports on cost effectiveness and productivity of fundraising strategies. Oversee and implement marketing and communication plans and goals. Ensure consistent branding and corporate image.
3. Oversee donor services and record management to ensure accuracy of database information, protocols, relationship management, gift tracking and acknowledgement, cultivation and donor communications.

4. Oversee regional donor development beyond the Roanoke area.
5. Partner with other departments to reconcile donations, organizational budgeting and revenue projections.
6. Collaborate and lead cross-departmental initiatives.
7. Hire, train, and motivate a competent Philanthropy staff committed to the mission and values of the Saint Francis. Coach, evaluate and develop staff to maximize performance, make personnel recommendations for the ED affecting salary and employment decisions.
8. Insure private revenue sources are accurately documented and reported.
9. Possess knowledge of the programs and services of Saint Francis and participate in staff activities including staff meetings.
10. Perform other duties as assigned by the ED.
11. Keep informed and consistently practice the policies and procedures of Saint Francis.

Board Relationship Management

1. Partner with the ED to establish and sustain strong relationships with Board members.
2. Support Board members in their fundraising roles and responsibilities.
3. Staff the Board Philanthropy Committee.

Other functions

1. Promote a cooperative spirit within the organization and among internal and external participants.
2. Represent Saint Francis among professional and peer related organizations.
3. Represent Saint Francis in the media.

Minimum Skills and Qualifications

Education: Bachelor's degree

Experience:

- Minimum of five years successful nonprofit fundraising experience, including management of a development team, directing campaigns and marketing, grant submissions, and annual programs involving multiple fundraising disciplines and strategies.
- A proven individual track record of securing major, capital and planned gifts as a result of cultivating top-tier, executive level donors, corporate leaders, foundations and individual donors.
- Experience in media relations and marketing techniques for market penetration and messaging.

- Previous leadership experience with responsible decision-making authority in the management and accountability of assigned staff.
- Strong personnel management and leadership skills to include delegation, strategic management, conflict resolution, motivational skills, coaching/ counseling, mentoring, etc.
- Experience in departmental budget planning and revenue forecasting

Knowledge, Skills and Abilities:

- Knowledge of IRS charitable giving and fundraising regulations.
- Ability to secure gifts in the six-figure range and maintain a portfolio of donors with major giving capacity.
- Strong interpersonal skills and ability to interact with internal and external audiences.
- A high degree of professionalism with the demonstrated capacity to work independently and as a team player to meet deadlines while managing multiple tasks and changing priorities required.
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Excellent presentation and negotiation skills with strong oral communication and writing skills.
- Preferred knowledge of planned giving tools.
- Analytical skills applied to market and donor segmentation.
- Team player, willingness to help others achieve success in fundraising and marketing campaigns.
- Excellent organizational skills with the ability to work on short-term and long-range strategic goals.
- Ability to develop reports and charts for meetings and committees.
- Strong attention to detail and situational awareness.
- Ability to travel to donor meetings, conference and events.
- Limited occasional evening and weekend work required for special events.

Technical Skills:

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software
- Proficiency in using a donor database system