

## **JOB DESCRIPTION**

### **GUARDIANSHIP SERVICES, INC.**

**JOB TITLE:** Director of Philanthropy

**REPORTS TO:** Executive Director

**DATE:** March 30, 2021

**BASIC FUNCTION:** Responsible for carrying out the philanthropic mission of Guardianship Services, Inc. by strategizing, developing and implementing fundraising, stewardship and external communications. The position requires a high level of relationship management, public speaking and community engagement to advance GSI's mission.

#### **QUALIFICATIONS**

**Education:** Bachelor's degree preferred with relevant nonprofit experience.

**Experience:** Must have five or more years of demonstrated fundraising experience in securing philanthropic gifts and a proven track record in creating strategy and planning to meet these goals. Demonstrated leadership, managerial and communication skills as well as ability to work with and motivate others. General understanding of fundraising constituent software required, GSI uses e-Tapestry.

**Skills/Knowledge:** Proven ability to work cooperatively in a team environment to achieve common goals and to work independently as needed to manage fundraising. Exhibit knowledge of principles and practices of donor relations, cultivation, and gift solicitation and the ability to recognize and leverage opportunities; identify critical, high-payoff activities; and prioritize them to attain goals. Ability to influence others with strong oral and written communication skills. Maintain confidentiality and follow policies related to volunteer, personnel, and client records. Uphold the Donor Bill of Rights. Demonstrates sensitivity to the GSI client population's needs and cultural and socio-economic characteristics.

#### **DUTIES & RESPONSIBILITIES**

##### **Fundraising: 70%**

1. Works closely with Executive Director to develop and implement a robust individual, corporate, and foundation/grants giving program in support of the annual budget.
2. Identify, cultivate and solicit potential major gift donors by organizing specific action plans and involving volunteer and staff leadership, where appropriate.
3. Manage a prospect portfolio with annual and specific major gift goals for personal visits and giving outcomes.
4. Organize and use proven techniques to research, qualify and cultivate donor prospects.
5. Prepare written materials and develop tools to support all aspects of fundraising and stewardship activities.
6. Plan and implement mid-level giving and donor acquisition and renewal through regular annual appeals, special campaigns, giving day and special events.

7. Develop and manage grants from public and private sources through prospecting and research, solicitation schedule management, writing proposals/completing applications, and reporting. Assist the Executive Director with in-person visits.
8. Create and manage all special event and third-party fundraising benefitting GSI using proven strategies to engage volunteers, staff and others in the community.
9. Manage and update the GSI donor database to ensure gift recording for record-keeping, acknowledgement, recognition and regular communication.

**Communications: 20%**

1. Develop the overall communication and awareness strategies and plan for GSI.
2. Oversee creation and production of marketing materials such as brochures, newsletters, reports and publications and manage vendors and/or contractors, as needed.
3. Oversee GSI's digital presence including the GSI website, social media platforms, annual plan implementation and content development.
4. Identify, collaborate and coordinate activity with staff and volunteers to leverage GSI's awareness in the community through public and media relations, speaking engagements and community outreach.

**Volunteer Engagement: 10%**

1. Assist Executive Director in engaging Board members in strategic planning, fundraising and agency and community awareness activities.
2. Provide staff support to the Fundraising Committee to coordinate annual and major gift fundraising planning, implementation, stewardship and reporting.
3. Participate as needed in Board projects assigned by Executive Director.
4. Support engagement of community volunteers to promote agency visibility and enhance services to clients.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so, too, may the essential functions of this position. I have read and understand this role. I have also received a copy of the GSI Employee Handbook and agree to abide by its contents.

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Employee Signature

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Date