



Director of Philanthropy

Summary of Position:

The Director of Philanthropy is responsible for increasing philanthropic support to meet the long-term needs of the Child Abuse Network. This individual is to consistently seek out new growth opportunities and partnerships that can further enhance the vision, mission, and financial support of organization. This role is responsible for the development, implementation, and coordination of major fundraising efforts and ongoing stewardship. The Director of Philanthropy reports directly to the Chief Administrative Officer and manages the development team with direct reports.

Essential Job Functions:

- Coordinate and implement annual and long-range financial development plans
- Manage the planning of CAN's two major annual fundraisers including budget planning, program development, and timelines
- Responsible for developing fundraising budget, goals, and oversight
- Oversee grants team in the research, cultivation, and solicitation of prospective donors and corporate and foundation grants
- Oversee donor communication (newsletters, solicitation letters, event invitations, etc.)
- Represent the organization in the community and at speaking engagements and assist communications team with organizational marketing and public relations efforts
- Maintain working knowledge of accreditation standards of National Children's Alliance, Multidisciplinary Team Protocol, and applicable laws as needed
- Manage the growth and promotion of the agency's endowment fund and planned giving
- Oversee the agency's communications, social media, grants and

Skills and Abilities:

- Strong managerial and leadership skills necessary
- Ability to develop meaningful relationships with individual, corporate and foundation donors
- Strong verbal and written communication skills
- Strong partnership-building and event planning skills
- Ability to work independently and within a team environment to achieve common goals
- Ability to provide direction and motivation to others through communication, modeling appropriate behavior, optimism, and high achievement
- Willingness and ability to travel and to work nights and weekends as needed
- Ability to read and comprehend financial reports in relation to agency funds
- Ability to react and adapt to changing situations appropriately
- Excellent time management skills and ability to comfortably multi-task



can
child abuse network
Stop the hurt. Start the healing.

Knowledge, and education requirements:

- Bachelor's degree in communications, marketing, public relations, or related field
- 5+ years non-profit experience in development, communications, or marketing
- Must have event planning and event management experience
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities and prioritize them to attain goals
- Understanding of donor database management systems, gift processing and donor relations including Raisers Edge NXT/Blackbaud
- Understanding of prospective donor research techniques
- Must be able to pass a nationwide background check

Working Conditions:

- This position includes flexible working hours with opportunities to work from home
- Majority of work will be performed within a climate-controlled office setting with little exposure to excessive noise or dust

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities, or requirements.

Employee Signature

Date

CAN Representative

Date