POSITION: The Director of Individual Giving and Events

SUPERVISED BY: Vice President for Advancement and Philanthropic Services

STARTING SALARY: $80,000-$90,000 commensurate with experience, plus benefits

SUMMARY and BACKGROUND:
The Director of Individual Giving and Events will play a vital role in growing the philanthropic revenue for an entrepreneurial, mission-driven community foundation. The Director of Individual Giving and Events is responsible for the leadership, management, and execution of the foundation’s annual giving program, donor stewardship programs, and special events. Together with the Vice President of Advancement and Philanthropic Services, the Director of Individual Giving and Events will be responsible for meeting or exceeding the annual fund fundraising goals, successfully implementing all foundation special events, including the startup and management of an annual Delco Gives Day, and developing strategies to grow and steward current and potential foundation donors/fund holders. The Director of Individual Giving and Events would develop and maintain a pipeline of donors, managing the donor lifecycle through prospect identification and qualification. They would conduct portfolio reviews, track moves management, and enhance cultivation experiences to help transition donor giving from annual fund giving to major gifts, donor advised funds, and program support.

DUTIES and RESPONSIBILITIES:

Annual Giving/Stewardship/Donor Relations

- Work with the Vice President of Advancement and Philanthropic Services and the foundation President to establish long-term goals and objectives, to strategize annual campaign, donor stewardship, and all other fundraising efforts.
- Manage and implement the foundation’s Annual Giving program (direct mail, in-kind donations, workplace giving, and online giving).
- Develop strategies for new donor acquisition and growth; identify and develop cultivation plans for new prospects while overseeing the stewardship of existing foundation donors, developing and articulating a clear annual strategy for moving prospects and donors along a path to secure or increase gifts and/or donor-advised funds.
- Ensure proper donor recognition and stewardship including follow-up letters after VIP events, holiday card mailings, invitations to special events, donor thank you letters, personal calls to donors, etc.
- Establish and manage information tracking processes including acknowledgment, recognition, ongoing communications, and continued cultivation of past and current donors to enhance their relationship with the foundation and increase the likelihood of continued contributions.
- Design and execute personalized stewardship reports for all planned giving donors.
- Collaborate with Director of Communication to ensure that all material and publications are aligned.
- Collaborate with Director of Institutional Support to maximize donations from individuals and institutions that are connected.
- Develop and assess essential policies and procedures for a comprehensive donor relations program.

**Events:**

- Coordinate and manage all foundation special events such as small donor gatherings, informational sessions, educational seminars, and on occasion larger gala events. Duties include preparing event collateral material, generating guest lists, coordinating leadership and staff, and following through on event logistics and execution, writing solicitations and sponsorship agreements, tracking contributions and payments, tracking vendors; etc., and acting as the staff liaison to any Special Events Committee(s).
- Research and investigate all venues for events, including preparing overall cost analyses for each venue. Seek multiple bids prior to making a final recommendation to senior staff.
- Solicit and manage all vendors related to special events and manage and negotiate contracts with input from the Vice President for Advancement and Philanthropic Services.
- Interface and work with the CFO, Controller, and Development Manager to ensure adherence to gift acceptance, gift counting, and gift processing policies and procedures, and to fulfill information requests and maintain reporting accuracy.
- Serve as the lead project manager for Delco Gives Day, a new initiative of the foundation to encourage donors give to their favorite organizations or to new causes on a predetermined day. Delco Gives Day would include a large public celebration. Duties would include organizing logistics for the event, working with vendors, organizing volunteers, and communicating with nonprofit partners.
- Work with the Director of Communications to coordinate communication plan for relevant events.

**QUALIFICATIONS:**

- Minimum 5 years of Development experience including demonstrated success in individual giving and special events fundraising and management.
- Database experience and Microsoft Office Suite proficiency required.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work independently and prioritize work.
- Ability to delegate responsibilities and to meet deadlines.
- Experience with moves management including, but not limited to, prospect identification, cultivation, solicitation, and stewardship.
- Excellent time management skills and a high degree of organization, careful attention to detail, ability to multitask, and to prioritize and manage multiple projects and deadlines.
- Familiarity with Delaware County and its various communities preferred.
- Physical Requirements:
  Prolonged periods sitting at a desk and working on a computer.
  Must be able to lift up to 15 pounds at times.
The foundation is currently working in a hybrid work environment. When in the offices, this individual will work in a typical office environment. On a standard workday, the majority of time is spent sitting at a desk, using the computer, and speaking on the phone. However, at times, this role will be required to attend events or related outside meetings/events on behalf of the foundation. These meetings/events may take place outside of regular business hours and outside of the main office in Media.

The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County. Candidate must have all the COVID-19 vaccinations, including the COVID-19 booster by the first day of employment.

Interested applicants should send a resume and cover letter to jobs@delcofoundation.org