



Job Description

Title:	Director of Individual Philanthropy
Reports To:	Chief Philanthropy Officer (CPO)
Department:	Development & Communications
Status:	Exempt/Salary
Grade Level:	11
Starting Between:	\$81,000-\$101,000 annually
Work-From-Home-Eligible:	20% of time

Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

I. Primary Job Functions

Reporting to the Chief Philanthropy Officer, the Director of Individual Philanthropy is responsible for managing a portfolio of individual donor prospects with primary focus on cultivating and securing gifts of \$5,000 and above. Responsibilities include identifying & qualifying prospects, developing individual donor cultivation strategies, meeting face to face, solicitation, and stewardship of prospects. The Director of Individual Philanthropy works closely with the Development Committee, volunteer solicitors, other members of the development team, and program and finance staff to develop strategic and targeted giving opportunities for major donors. In addition, the person markets planned giving opportunities and crafts strategies to solicit planned gifts from donors as appropriate.

This position is responsible for meeting specific annual revenue goals and contributing to the overall achievement of development team revenue goals.

A. Major Gifts

Donor Development & Solicitation

- Manage a portfolio of approximately 125 individual major gift donors and prospects capable of making gifts of \$5,000 and above.
- Identify, solicit and cultivate these donors.
- Create, execute, and track the moves management strategy for all individual major donors in assigned donor portfolios via Raiser's Edge NXT donor database. Run reports from donor database system and analyze data to inform portfolio strategy.
- Write compelling proposals, follow-up letters, introductory letters and acknowledgement letters, and prepare background information and materials for cultivation and solicitation activities.
- Create engagement opportunities for donors, such as tours, member agency site visits, cultivation events, and volunteer opportunities.
- Personally thank donors for major gifts. Work with other Development team members to ensure timely and appropriate thank you letters, calls and outreach.
- Partner with the CEO and CPO, and/or volunteer solicitors in making solicitations.
- Meet with CEO & CPO on a regular basis to monitor progress of donor cultivation and solicitation strategies.
- Plan and implement donor cultivation events and activities, including Friends of the Food Bank events, house parties, and other regional cultivation events, and reach out to major donors to encourage attendance.
- Market bequests and other planned giving opportunities. Manage the 1982 Benefactors' Society and create stewardship strategies for legacy donors.

Development Strategy & Planning

- Assist with developing budgets, goals and performance measures for the major gifts program.
- Update prospect pool annually and revisit assigned solicitors for key prospects to ensure maximum impact.
- Assist the CPO in the identification of potential leadership volunteers and management of the Development Committee and volunteer solicitors.
- Identify high-potential mid-level donors (\$1,000--\$4,999) to steward and upgrade to major donors through strategic moves management efforts.
- Coordinate with Director of Annual Giving on direct mail fundraising strategies for mid-level and major donors.

Management

- Supervise Development Coordinator to support the major gifts efforts of the Food Bank and provide general support as needed to the Development team.

B. Other Responsibilities

- As part of the Development & Communications team, assist with special events, press conferences, speaking opportunities, tours of the Food Bank, etc. as needed.

C. Professional Development

- Maintain membership in professional membership organization(s) and attend seminars and periodic training workshops for keeping current with major gifts, planned giving, and capital campaign fundraising.

II. Qualifications

Personal passion for providing services to people facing situations of hunger and poverty with a belief in the mission and vision of the Rhode Island Community Food Bank.

Five to seven years of experience in nonprofit fundraising, with a proven track record of cultivating, soliciting and stewarding individual donors resulting in gifts in the \$5,000-plus range.

Demonstrated ability to develop and sustain positive relationships with donors; knowledge of development principles, fundraising strategies and ethics.

Superior interpersonal, oral, and written communication and presentation skills with the ability to represent the Food Bank’s mission and interests to a diverse group of people.

Experience participating in a moves management process, including pipeline development and measuring success. Understanding of the record-keeping and stewardship systems that support a successful donor relations program.

Experience in effectively managing, coaching, and supporting volunteer solicitors.

Excellent user of office technology and information systems (including Word, Excel, Outlook, PowerPoint) and donor databases, preferably Raiser’s Edge NXT.

Bachelor’s degree required. Ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment. The individual must be self-motivated and committed to workplace participation and diversity.

Director of Philanthropy

Date