



**Job Title:** Director of Philanthropy

**Rate of Pay:** Salary range TBD; (eligible for benefits after 60 days)

**FLSA Status:** Exempt

**Reports To:** Executive Director

**Prepared By:** Executive Director

**Prepared Date:** 10/25/24

**Organization Overview:**

Founded in 1999, Bethlehem Inn is a community-supported organization with two facilities in Central Oregon. Our Bend campus is an emergency shelter committed to providing a safe, secure, and inclusive environment, where single adults and families receive basic needs and connect to community resources. Our Redmond campus (BIRCH) provides services and continued supportive community housing for adults. Our goal is to support residents in making life-affirming choices and achieving measurable progress toward self-sufficiency. We are dedicated to fostering a culture of empathy, respect, and collaboration.

**Job Overview:**

The Director of Philanthropy (DOP) is a key executive leadership position reporting directly to the Executive Director (ED). The DOP is responsible for developing and implementing the organization's comprehensive marketing and fund development plans, managing the development team and driving advocacy of the organization's mission and need. The role requires a dynamic leader with a passion for philanthropy and a deep commitment to community engagement and innovation.

**Key Responsibilities**

**Drive Advocacy and Community Engagement through Strategic Marketing Communications and Fund Development**

- Lead and implement all aspects of the Inn's fund development plan with strategies for identifying and cultivating individual, corporate, and foundation donors through annual fund, special events, grants, major gifts and planned giving.
- Partner with Communications Manager to design and execute a comprehensive marketing communications plan with strategies for storytelling messaging and implementation that supports fundraising efforts through the creation of compelling content across various platforms, including social media, print, and digital communications.

- Collaborate closely with the ED and Board of Directors to cultivate relationships with key stakeholders, donors, volunteers, and community leaders, fostering a culture of trust and engagement.
- Partner with Communications Manager (and ED) to represent the organization at community events, conferences, and public forums to enhance visibility and build strong community partnerships.
- Work closely with the ED to cultivate relationships with community leaders, elected officials, and key stakeholders to advance the organization's mission and goals.

#### **Build Donor-Centric and Empathy-Driven Strategies**

- Create a donor-centered fundraising strategy that builds strong relationships with donors, highlighting the organization's impact and encouraging continued engagement and investment.
- Maintain donor recognition program that celebrates and acknowledges donors' contributions, fostering a sense of partnership and community.
- Ensure timely and accurate acknowledgment of all gifts and donations, with a commitment to nurturing and stewarding donor relationships empathetically and transparently.
- Work with ED and Board of Directors to continue growth of a robust donor pipeline to support the organization's long-term fundraising goals.

#### **Build and Enhance Fundraising Infrastructure and Technology**

- Maintain efficient systems and processes to support fundraising operations, including CRM systems, gift processing, database management, and reporting.
- Continue to build innovative technology solutions to enhance donor engagement and stewardship, adapting to changing marketing environments.
- Build and manage the annual development budget aligned with strategic priorities and goals, ensuring efficient use of resources.

#### **Major Donor Cultivation and Personalized Engagement**

- Design and implement strategies for identifying and cultivating major gift prospects, expanding the organization's donor base through personalized engagement and stewardship.
- Foster relationships with major gift donors through tailored communication, one-on-one meetings, cultivation events, and recognition programs.
- Collaborate with the ED and Board of Directors to solicit major gifts and develop proposals that align with both donor interests and organizational priorities.
- Develop and manage systems for tracking and reporting on major gift fundraising progress and success.

#### **Staff Management and Mentorship**

- Lead a high-performing development team that is aligned with the organization's mission, values, and strategic priorities.

- Provide leadership, guidance, and mentorship to the development staff, fostering a culture of collaboration, innovation, and continuous learning.
- Develop performance metrics and evaluation tools to ensure the team meets or exceeds fundraising targets and other organizational goals, with an emphasis on inclusive and culturally sensitive practices.

### **Executive Leadership and Strategic Planning**

- Serve as a key member of the executive leadership team, working collaboratively to develop and implement the organization's strategic plan and vision.
- Provide leadership to the development team and other departments, ensuring alignment with the organization's mission and goals.
- Lead the annual planning and budgeting process for development, setting specific, measurable, attainable, relevant, and time-bound (SMART) goals.
- Provide regular updates to the ED and Board of Directors on marketing and fundraising progress, challenges, and strategic recommendations for improvement.

### **Qualifications:**

- A demonstrated passion for the organization's mission and a commitment to empathetic, inclusive fundraising practices.
- Proven experience leading grant-writing programs and securing diverse funding sources, including foundation, state, and federal grants, with a track record of achieving ambitious fundraising goals.
- Strong communication and interpersonal skills, with experience in public speaking and external relations, and the ability to represent the organization to a wide range of stakeholders.
- Prior experience in creating strategic, multi-year fundraising plans and building consensus among stakeholders to achieve organizational goals.
- Demonstrated success in staff management and mentorship, with a commitment to fostering a positive and inclusive work culture.
- Excellent organizational skills, with the ability to manage multiple priorities and deadlines, maintaining a high level of detail and accuracy.
- A bachelor's degree in a relevant field is required; a master's degree or other advanced degree is preferred.
- A minimum of 7 years work experience in nonprofit marketing and fund development, including at least 3 years in a leadership role and proven ability to raise \$3,000,000 annually is required.

*Bethlehem Inn is an equal opportunity employer. We are committed to hiring and promoting staff, recruiting volunteers, and providing services to individuals regardless of race, color, religion, gender, sexual orientation, marital status, national origin, age, or ability.*