



Title: Director of Strategic Partnerships and Giving

Job Family: Manager of Process

Employee Name: VACANT

Employment Status: Exempt

Supervisor Title: VP of Institutional Advancement

Date Revised: October 2021

Summary of Position:

The Director of Strategic Partnerships and Giving is responsible for building and implementing a strategic major gifts program as well as managing staff to success to generate revenue through corporate and organizational sponsorship and peer to peer campaigns to advance IDF mission and strategic priorities . This position is fully remote.

Position Responsibilities:

- Working closely with VP of Institutional Development and Strategic Partnerships to provide strategic leadership, creating and executing fundraising strategies to raise \$7-8 million annually from sponsorships, major gifts, annual appeals and peer to peer events; works to grow additional avenues of corporate revenue
- Develop and drive a focus for exponential revenue growth and establish strategies and tactics to achieve and exceed revenue targets
- Manage personal portfolio of high priority corporate and major gift and sponsorship prospects
- Build diversified revenue streams beyond peer to peer including corporate partnerships, individual/major gifts and clubs and organizations funding
- Working knowledge of sales cycles, best practices, strategies and analytics for diverse revenue lines including corporate, individual and major donors, and Peer-to-Peer events.

- Ensure effective stewardship strategies are deployed to maintain and further engage donors
- Develop annual budget, monitor expenditures and income and forecast financial performance accurately
- Manage, develop and mentor three direct reports to ensure we implement initiatives, meet/exceed development revenue and engagement goals
- Ensures engagement of sponsors and partners through the support of the Director of Community Outreach, Development staff and IDF departments to implement engagement and activation.
- Works closely with Assistant Manager of Donor Relations to strategize donor recognition activities and correspondence; Assistant Manager to implement and activate.
- Implement Workplace Giving and Matching Gifts strategy with the support of the Assistant Manager of Donor Relations
- Creating and implementing a development plan and corresponding annual calendar of constituent solicitations and outreach. This includes two annual appeals, two renewal campaigns, holiday card, President's Club and Giving Societies solicitations.
- With the support of the Manager of Strategic Partnerships, prospects and secures corporate and industry sponsors to support IDF programming and initiatives.
- Working closely with VP for Institutional Advancement to oversee marketing and communications for development to ensure needs are being met in a timely manner
- Supervise and train personnel to enhance job skills.
- Other duties as assigned.

Education:

- Bachelor's degree and 8-10 years of non-profit management
- Any equivalent combination of training, education, and experience that demonstrates the ability to perform the essential functions of the position.

Experience:

- Established success in fundraising and non-profit leadership

- Proven record of success management and revenue growth
- Knowledge of product marketing/sales concepts
- Outcome-driven with ability to respond to changing circumstances and priorities
- Ability to manage and motivate groups and individuals
- Excellent oral and written communication, presentation and interpersonal skills
- Ability to work some nights and weekends

Technical Requirements:

Proficiency in the following software programs is necessary for this role:

- Microsoft Office, including Word, Excel, PowerPoint, Outlook
- Internet Browsers (Firefox, Chrome, Internet Explorer)
- Customer relationship management CRM software
- Project management software
- Data base user interface and query software

Job Competencies

Universal Competencies for All Staff:

Details key behaviors necessary for each employee to perform effectively across whole organization. Target behaviors guide the goal setting and performance evaluation process. As each employee ascends in their career journey, they cultivate and utilize the new skills they acquire at each level.

- **Adaptability:** Adapts well to changes in assignments and priorities; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; approaches change positively and adjusts behaviors accordingly.
- **Communication:** Uses effective and accurate writing and speaking skills; clearly conveys and receives information to others in a timely manner that engages the audience, helps them understand the message, and invites responses; includes all relevant team members when sharing information.
- **Customer/Client Focus:** Makes customers (both internal and external) and their needs a primary focus of one's actions; developing and sustaining customer relationships.
- **Planning and Organizing:** Organizes work, sets priorities, and determines resource requirements; determines necessary sequence of activities needed to achieve goals in a complete and timely manner.

- **Teamwork:** Participates as an active and contributing member of a team to achieve team goals. Builds strong work relationships and adjusts to how individuals and organizations function and react. Responds positively to feedback and incorporates it into work. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments.

Competencies for Manager of Process:

Details key behaviors necessary for each employee to perform effectively in their specific role. Target behaviors guide the goal setting and performance evaluation process. As each employee ascends in their career journey, they cultivate and utilize the new skills they acquire at each level.

- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Managing Work:** Shows ability to plan, schedule and direct work of self and others. Balances task requirements and individual abilities. Sets challenging yet achievable goals for self and others. Comfortably delegates responsibilities, tasks, and decisions; appropriately trusts others to perform; provides support without removing responsibility.
- **Decision Making/Problem Solving:** Identifies and understands issues, problems, and opportunities. Compares data from different sources to draw conclusions. Analyzes problems into components and recognizes interrelationships with an awareness of strategic priorities and objectives; makes sound, well-informed, and objective decisions. Compares data, information, and input from a variety of sources to draw conclusions; takes action that is consistent with available facts, constraints, and probable consequences.