

**Girls Incorporated  
of Santa Fe**

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Inspiring all girls to be  
strong, smart, and bold

**Position Title:** Director of Philanthropy

**Supervised by:** Chief Executive Officer

**Compensation:** This is a full-time position with salary commensurate with experience and an excellent benefits package, including fully paid health/dental/vision insurance, paid vacation/wellness time, a 403(b) retirement plan, and other family friendly policies.

**Job Classification:** Exempt, Full-Time Employee scheduled to work 40 or more hours per week. Work includes travel and out of the office appointments.

**Purpose of Position:** Reporting to the Chief Executive Officer and working with a team of four development staff, the Director of Philanthropy will **create, execute** and **evaluate** all fundraising strategies with a donor-centered philosophy to ensure a diverse and sustainable revenue portfolio to support Girls Inc. of Santa Fe's mission and substantial growth over the next five to ten years. He/she also will effectively manage the organization's annual communications plan to build a consistent brand and to develop and strengthen relationships with key stakeholders.

## **KEY RESPONSIBILITIES:**

**Create**, in concert with CEO and Board, a comprehensive fundraising strategy and annual fundraising plan that promotes mission achievement, financial sustainability and growth:

- Plan and implement foundation, corporate and individual donor cultivation, stewardship, outreach events & activities;
- Work with Development Team to develop and maintain annual budget as it relates to fundraising and communications.

**Execute** the organization's fundraising plan to achieve plan goals. This includes:

### **Leadership of Development Department**

- Establish, implement and monitor systems and procedures for efficient and effective functioning of the Department and foster an environment that encourages growth and collaboration;
- Hire, train and create professional development opportunities for department staff;
- Manage all development staff, currently four positions: Donor Relations Associate, Partnerships and Events Associate, Communications Associate, and contract Grant Writer;
- Develop and monitor goals and objectives for the department including team/individual goals and staff work plans;
- Monitor staff workload and make adjustments or arrange for coverage as needed;

- Provide staff with regular and constructive feedback and conduct annual performance evaluations;
- Plan and facilitate regular department meetings and planning sessions.

### **Direct Philanthropy Program**

- Oversight of all aspects of fundraising, including prospect identification, qualification, cultivation, solicitation, stewardship, and gift acknowledgement for meeting or exceeding income goals;
- Foster a culture of philanthropy throughout the organization that engages and inspires staff and board to participate in fundraising activities;
- Create a donor-centered organization that nurtures loyalty through a comprehensive relationship-building program;
- Effectively steward all GISF donors and cultivate new potential partners; manage a portfolio of 50 to 75 donors, participate in donor and potential donor calls and visits and solicit funds and other resources for the organization;
- Work with the Development staff to maintain a streamlined system for donor, foundation, corporate and potential donor records using in-depth understanding of databases, from the conceptual to the tactical;
- Work with Development Team on funding requests and preparation of donor materials;
- Work with Program Department to ensure participation of Development staff as needed to generate concrete goals, objectives, alignment and accountability on programmatic work;
- Ensure coordination of communications plan across organization in support of the GISF mission;
- With support of Development Team, execute communications plan, including production of weekly e-newsletter, direct mail, updating of website content, marketing special events, managing production of all print/electronic ads and collateral and ads, coordinating all media outreach and social media for the organization, and managing staff working on the plan;
- Establish relationships, negotiate contracts, and manage effective working relationships with foundation officers, donors, vendors and consultants, etc.;
- Ensure coordination of Development staff with Program Department in managing individual and foundation relationships, including development and review of grant proposals, participation in donor meetings, fundraising and donor appreciation activities.

### **Evaluate Fundraising Strategy for the Organization:**

- Regularly evaluate fundraising strategy, annual fundraising plan and streams of revenue and recommend short- and long-range fund development plans and programs that support the organization's values, mission and general objectives;
- Keep informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector and provide updates and make recommendations to appropriate staff and Board leadership on these trends;
- Evaluate communications plan at least annually and provide regular reports to board and staff.

### **Budgetary and Oversight for Fundraising & Communications**

- Work in tandem with COO, Director of Programs and Grant Writer to review the narratives of grant proposals in order to ensure appropriate budgets for all program work included in grants;
- Manage the Development Department to ensure that it operates within its approved budget.

## **Senior Management Role**

- Participate in meetings of the Management Team (MT);
- Prepare reports on status of fundraising for Board and MT as requested;
- Contribute to organizational and departmental strategic and operational planning, policies and procedures;
- Participate in and/or coordinate various organizational projects at the direction of the CEO;
- Perform other duties and responsibilities as assigned by the CEO.

### **Participate in personal professional development**

- Participate in periodic assessment of own performance and develop individual performance goals and objectives in consultation with the CEO;
- Take initiative to seek training and other developmental/professional growth opportunities to ensure effective job performance;
- Participate in Girls Inc. regional and national conferences/trainings as agreed upon with the CEO, and represent Girls Inc. in a positive and professional manner.

### **Qualifications**

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance;
- Minimum of ten years of senior management experience directly supervising individual giving, corporate giving, events, and government & foundation grants (\$1.5M+ budget; 15+ years preferred);
- A belief in and commitment to the mission of Girls Incorporated of Santa Fe and passion for non-profit excellence;
- Experience collaborating with a multi-disciplinary, diverse, and dynamic team;
- Commitment to open communication, teamwork and collaboration, transparency and authenticity, accountability and professionalism;
- Excellent interpersonal, leadership, planning, prioritization, active listening and communication, mentorship, time management, and organizational skills;
- Proven track record in enhancing efficiencies and effectively building and maintaining a high-performing and resilient staff;
- Ability to multitask and work in a fast-paced environment with tight deadlines while maintaining a positive and professional attitude;
- Ability to anticipate problems and use judgment appropriately to plan solutions and manage obstacles as they arise;
- Self-starter with the ability to work both independently and as a member of a team;
- Integrity and a sense of humor.

**Salary Range:** \$75K+, this is a full-time position with salary commensurate with experience and an excellent benefits package, including fully paid health/dental/vision insurance, paid vacation/wellness time, a 403(b) retirement plan, and other family friendly policies.

**Disclaimer:** The preceding job description indicates the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.