Planned Parenthood of Greater Texas

– Job Description –

Position Title:	Senior Director of Philanthropy	**Location:**	Houston, TX
Reports To:	Vice President of Philanthropy	**Employment Status:**	Regular Full-time, Exempt
Supervises:	Philanthropy Officer(s)	**Grade:**	E-12
Summary:	The Senior Director of Philanthropy is responsible for the development, implementation, coordination, and expansion of fundraising and relationship-building within assigned area of responsibility. Assists in developing long-range and annual operating plans, goals and new program initiatives for the Development Department. Works with the events team to execute successful fundraising events as well as with the grants team in identifying funding opportunities within assigned area. Supports the organization's strategic plan and workplace inclusion initiatives. Ensures productivity expectations, customer service and compliance standards are maintained. Abides by the organization's mission in performing job duties. Demonstrates an understanding and commitment to PPGT's culture of quality, safety and risk awareness.		

Essential Job Functions & Expectations

- Works closely with supervisor to develop and execute a fundraising plan with both short- and long-range goals to meet the organization's funding objectives.
- Develops and implements a coordinated, year-round fundraising plan and timetable for major and mid-level gifts, including setting target goals and monitoring ongoing results.
- Implements systematic efforts to identify, solicit, steward, maintain and upgrade donors.
- In collaboration with the CEO and the Chief Development Officer, serves as the principal fundraising officer for assigned region(s).
- Supervises, trains, leads and motivates Development staff within area of responsibility.
- Partners with the leadership team to enhance community visibility, establish donor relations, etc.
- Manages major gift solicitations, solicitation procedures and cultivation of donors from the earliest planning stages through implementation and follow-up.
- Makes face-to-face solicitations of major donors and prospects and provides staff support for solicitations in coordination with executive leadership and leadership volunteers.
- Communicates with and coordinates Community Board meetings, nomination process, recruitment, meeting agendas, fundraising and relevant training in assigned area Builds effective and trustworthy relationships with major and mid-level donors, board members, foundation trustees, staff and community leaders.
- In conjunction with the Events leader and the events team, oversees all special events in assigned area including strategy development, volunteer recruitment and management, fundraising, and other aspects of events as needed.
- In conjunction with the Annual Giving leader, assists with cultivation, solicitation, and stewardship of mid-level and annual fund donors.
- Keeps current on changing trends in philanthropy and adjusts programs and strategies as needed.
- Assures compliance with the Board of Director's governance policies on development as well as the standards established by the Association of Fundraising Professionals (AFP).
- Assures that all fundraising materials and any communication with the public maintain the highest standards of integrity and honesty.
- Manages leadership volunteers and committees that support special campaigns.
- Works with the grants team on the solicitation strategy and reporting for grants.
- Contributes to reports for Board of Directors, staff and committees on fundraising progress and provide analysis of development gift receipt trends.
- Works with Prospect Researcher to engage in systematic research on prospective donors to identify sources of support and to supply solicitors with prospect information.
- Produces timely and accurate reports to Planned Parenthood Federation of America and regulatory agencies as requested.
- Maintains knowledge of abortion and family planning regulations and implements changes as necessary.
- Access to patient protected health information (PHI) is restricted only to purposes specific to job duties. Use of patient PHI is limited to information needed to perform the specified job function. Must adhere to minimum necessary rule.
- Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Requirements: *List requirements for the job; please state if merely desirable.*

Minimum Education and Experience	Master's degree + 5 years of relevant exempt experience or a Bachelor's degree + 7 years of relevant exempt experience or an Associates degree + 9 years of relevant exempt experience or High School diploma (or equivalent) + 11 years of relevant exempt experience. Relevant exempt experience: fundraising, development, sales, marketing, event management or related. Must have at least 3 years of supervisory experience.

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Required Licenses or Certifications:	Certified Fund-Raising Executive (CFRE) preferred
Organization Standards:	Must have excellent computer skills with knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and Internet. Must have the willingness and ability to adapt to change including advances or new technology. Must have excellent customer service skills and be committed to providing the highest level of customer satisfaction.
Required Knowledge, Skills and Abilities:	• Must be able to work flexible hours including evenings and weekends. • Must be able to travel as required. • Ability to successfully prepare written acknowledgement letters, stewardship reports and foundation proposals. • Ability to earn the confidence of a wide range of internal and external constituents. • Ability to think strategically and achieve organization's goals relating to position. • Ability to operationalize strategic goals into action plans • Ability to provide oversight of compliance and regulatory requirements pertaining to position. • Possess effective analytical skills. • Strong organizational skills and ability to multi-task. • Ability to manage details and complexity, to handle a variety of tasks simultaneously and to work under pressure. • Comfortable and knowledgeable with discussing topics relating to sexual and reproductive health. • Ability to exercise initiative, sound judgment, and problem-solving techniques in the decision-making process. • Ability to effectively use organization's computer systems. • Skilled in verbal and written communications. • Must be able to speak effectively in a public or group setting. • Be discreet and safeguard confidential information. • Possess integrity and compliance – can be relied upon to act ethically. • Ability to provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred language, and other communication needs. • Ability to work effectively as a team member. • Effective leadership capabilities; possess the skills to delegate, develop and supervise subordinates. • Organizational Awareness: Demonstrates a comprehensive awareness of the impact and implications of decisions and actions on other areas (departments or clinics) within the organization. • Work Management: Effectively manages time as a resource; establishes realistic priorities; schedules own time and activities effectively; gives balanced focus and attention to appropriate long- and short-term priorities. Develops action plans and budgets; leverages technology; anticipates obstacles; establishes check points and monitors progress. • Recovery Skills: Responds effectively and acknowledges responsibilities when clients (internal or external) experience problems or mistakes; rectifies the situation to restore client satisfaction; seeks information and collaborates with others to take action to implement permanent fixes. Maintains stable performance and emotions when faced with opposition, pressure, and or stressful conditions. • Interpersonal Sensitivity: Acts in a way that indicates understanding and accurate interpretation of others' concerns, feelings, strengths and limitations. Uses interpersonal understanding to shape one's own response. • Building Relationships: Shows genuine interest in others' needs and opinions; establishes rapport; earns the confidence and trust of others; demonstrates consistency between words and actions; delivers on commitments. • Adaptability or Flexibility: Responds with flexibility to shifting priorities and changing work situations; recovers quickly from problems and setbacks; develops new skills to remain competitive. Adapts easily to change, sees the merits of differing positions, and adapts own positions and strategies in response to new information or changes to a situation. • Exemplify the organization's values: We Tend to the Team; We Respect and Honor All People; We Jump In; We Try and We Learn; We Care for our Business; and We Return to our Mission.
Other:	PPGT is an equal opportunity employer which makes reasonable accommodations to those disabled under the Americans with Disabilities act and who are willing and able to perform the essential duties of the position, with or without an accommodation. We maintain a drug-free workplace.
Essential Physical Requirements/ Working Conditions	Must be able to stand, particularly for sustained periods of time. Must be able to move about on foot to accomplish tasks, such as moving from one work site to another. Must be able to work primarily with fingers such as picking, pinching, or typing. Must be able to talk such as convey detailed or important spoken instructions to other workers accurately. Must be able to hear such as the ability to receive detailed communication orally. Will have substantial movements of the wrists, hands, and/or fingers. Must be able to lift and/or exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Must be able to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Sedentary/Office environment.
Salary Range	$112,000-$140,000

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Where to Apply	https://careers.ppgt.org/jobs/2626?lang=en-us

*The above statements are intended to generally describe the essential functions and related requirements of persons assigned to this job. They are **not** intended as an exhaustive list of all job duties, responsibilities, and requirements. Management reserves the right to revise the job or to require that other or different tasks be performed.*