

Planned Parenthood Gulf Coast, Inc.
Job Description

Job Title: Senior Director of Development
Department: Development
Reports To: VP of Development
FLSA Status: Exempt
Prepared By: Development
Approved Date: 6/27/2022

Summary

The Senior Director of Development position is responsible for managing a portfolio of Planned Parenthood Gulf Coast (PPGC) major and planned giving donors and prospects. The position will oversee the identification, cultivation, solicitation, and stewardship of a given portfolio of major and planned gift prospects and donors, including donor research, strategic planning, and the administration of the process of acquiring, renewing and upgrading donors on an annual giving cycle. The Sr. Director of Development is responsible for maintaining and upgrading donor relationships within the position's major gifts portfolio and communicating regularly with the Vice President for Development, Development team members, and senior leadership.

In addition, the Sr. Director of Development supervises the Manager of Annual Giving & Stewardship, including a comprehensive Annual and Mid-level Giving program consisting of direct mail, online fundraising, health center fundraising, monthly sustainer program, and employee giving. This position will supervise the implementation of donor acquisition solutions, identification of key annual giving donors to move through the donor pipeline, and employment of best practices and techniques for reactivating lapsed donors. Finally, this position will oversee the management of a comprehensive stewardship program including the design and implementation of stewardship opportunities that support the growth of the donor pipeline, donor retention, and donor revenue.

Essential Duties

- Plans and implements a comprehensive \$3,000,000+ major gift program that generates individual donors with the capacity to make gifts in the \$10,000 and above range.
- Designs and implements/manages comprehensive strategies to acquire, cultivate, solicit, steward, individual donors within the position's given major and planned gifts portfolio.
- Cultivates and solicits donors and prospects for major gifts utilizing, face-to-face and phone meetings, written solicitations, outreach events, special events, and other methods.
- Conducts and manages careful prospect and donor research to identify new prospects and upgrade donors.
- Evaluates various gift opportunities and giving vehicles and makes recommendations about the most suitable giving vehicles for a particular donor and/or group of donors.
- In coordination with the Vice President for Development, Development team members, and senior leadership, identifies priorities for fundraising and formulates strategies for submitting proposals to major and planned gift donors.
- Ensures timely recognition of individual donors through acknowledgement letters, donor recognition devices, naming opportunities, newsletters and other appropriate means.

- In coordination with the donor database and operations team, manages an accurate and timely record of donor contacts, requests, and results, as well as processes associated with gift acknowledgement and pledge processing, invoicing and payment within donor database.
- In coordination with the Annual Giving Program, determines giving status of existing annual donors and devises appropriate moves management strategies for increased giving.
- Assists Vice President for Development in working with Board of Directors to enhance development efforts and attend the Board Development Committee.
- Assists in development of solicitation targets and strategies to facilitate personal solicitation of prospects by Development Committee and other Board members.
- Establishes individual giving budget goals in coordination with Vice President for Development and develops strategies to reach them.
- Prepares a major and planned gifts development plan to correspond with the annual budget, outlining revenue and expenses; monitors progress against goals and produces monthly reports.
- Works as self-starter and an effective and proactive team player.

Education and/or Experience

- Bachelor's degree required
- CFRE preferred
- Fundraising experience in major and planned gifts

Qualifications and Ability

- Minimum of 5 years of progressively successful fundraising and organizational experience within a multifaceted charitable institutional environment.
- Demonstrated success in soliciting and securing major gifts from individuals.
- Demonstrated success in annual fundraising campaigns, methods, and techniques.
- Demonstrated success in working as a member and manager of a team and developing effective working relationships with staff, volunteers and donors.
- Strong knowledge of principles, ethics and practices of successful fundraising concepts, and appropriate solicitation techniques, including planned giving.
- Ability to lead multiple long and short term projects simultaneously, meeting all related deadlines.
- Ability to work unsupervised and make decisions and solve problems independently, effectively and creatively.
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities.
- Proven ability to work effectively with Board members, colleagues, donors, and volunteers.
- Goal-oriented, strategic, persistent and persuasive in the contact, follow-through and completion of acquiring donor gifts.
- Thorough, organized and detail-oriented approach to work.
- Understands the confidential nature of fundraising efforts and donor information, and maintains high level of confidentiality.

Language Skills

- Excellent verbal and written communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing.

Computer and Mathematical Skills

- Computer skills in the following areas: Microsoft Excel, Word (mail merge), etc.), PowerPoint and Windows environment; experience with Raiser's Edge a plus
- Computer literacy and competency with electronic donor tracking systems.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, verbally or in writing.

Salary Range

\$90,000-\$100,000

To Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=56517&clientkey=30E9B222066A259FFE947C1C67FAF03D>