



## Director of Philanthropy Job Description

Leadership Winston-Salem seeks a qualified professional to serve as Director of Philanthropy, a full-time, salaried position that reports to the Executive Director and interacts directly with the Fundraising Committee and the Board of Directors. Liaisons closely with Finance Committee and Alumni Council.

Leadership Winston-Salem is a non-profit organization with a mission of **educating, connecting and energizing leaders to serve and improve the community**. With more than 2,200 alumni, its nine-month Flagship program for leaders from all sectors of the community and its evening executive INSIGHT program facilitate deeper connections and community engagement.

### **Essential Duties and Job Responsibilities:**

- Develop and execute a comprehensive plan to meet fundraising goals through relationship building and solicitation from individual donors, corporate sponsors and foundation support.
- Perform prospect management and biographical maintenance in a donor database.
- Develop and implement all aspects of an Annual Campaign for alumni.
- Coordinate and oversee multi-year, Corporate Sustainer initiative, by identifying and developing prospects interested in investing in Leadership Winston-Salem.
- Cultivate and expand corporate donors.
- Develop annual report to the community with input from Executive Director and Board.
- Research and pursue grants that support Leadership Winston-Salem's mission/program(s).
- Handle all communications and correspondence with prospects and donors.
- Work closely with an all-volunteer Resource Development & Fundraising Committee.
- Donor database management (Network for Good)
- Manage donor acknowledgement including annual report
- Perform other duties as assigned by the Executive Director.

### **Required Skills and Qualifications:**

- Demonstrated ability to plan and execute a comprehensive, strategic, robust, and effective fundraising strategy.
- Effective verbal and written communication skills, as well as public speaking and interpersonal skills.
- Proactive relationship builder for long-term benefit.
- Organizational skills, attention to detail, and analytic and strategic thinking.
- Demonstrated ability to interact with internal and external contacts.
- Ability to work independently, as part of a team, and in a flexible environment.
- Willingness to take initiative and be a self-starter.
- Resourceful problem solver experienced in defining problems, weighing information, drawing valid conclusions, and recommending effective solutions.
- Skilled in budgeting, planning, managing development efforts and/or fundraising/friend-raising events.
- Valid driver's license; travel required in Forsyth County.
- Typical physical demands of administrative job with capability to lift 20-25 pounds.

### **Education and/or Experience:**

- Bachelor's degree
- Minimum of three years of successful work experience in fund raising.
- Experienced in writing grant proposals and obtaining grants.
- Demonstrated ability to interact with internal resources and external leaders at all levels.
- Demonstrated proficiency in the use of a donor database
- Demonstrated technology expertise and regular use of Microsoft Office and social media.