

**Job Description**

**Director of Philanthropy**

**Location:** Onsite at 624 W. 6th St. Winston-Salem, NC **Terms:** Full-time, Monday – Friday, occasional evenings **Salary:** $55,000 - $65,000, commensurate with experience **Benefits:** Health, Dental and Vision Insurance, PTO

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 (Network for Good).
* 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.
* Organize and execute Community Conversation and Flagship/INSIGHT Celebration events.
* 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, and executing 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 fundraising.
* 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 products and social media.

**Equal Opportunity Employer:**

LWS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Qualified candidates can apply by sending a cover letter and resume to jobs@leadershipws.org.