

Domestic Violence Center of Chester County
Job Description - Director of Philanthropic Partnerships

Job Title: Director of Philanthropic Partnerships (DPP)
Status: Exempt Full-Time
Reports To: Chief Executive Officer

Organizational Overview: Founded in 1976, the Domestic Violence Center's (DVCCC) platform includes the provision of comprehensive programs and services for victims of abuse and their children and provides public education and promotes systems change.

Job Summary: DVCCC has built a philanthropic platform to address domestic violence and aims to engage a diverse base of donors and funders as vital partners in this work. Reporting to the Chief Executive Officer (CEO) and working closely with the Chief Operating Officer (COO), the Chief Financial Officer (CFO) and Director of Education Programs (DEP) the DPP will raise funding annually to support DVCCC's core mission and program budgets. The DPP is responsible for the design, implementation, and overall leadership of DVCCC's philanthropic partnerships strategy, with a focus on individuals, foundations, and government funders. In partnership with all staff managers, the DPP will cultivate relationships, devise strategies for partner engagement, develop innovative proposals, and secure funding commitments.

The successful candidate will be committed to the mission of DVCCC, possess an entrepreneurial spirit, and be results oriented, with the ability to work independently and as a team player. S/he/they will have the proven ability to develop high-quality relationships with a variety of individual and institutional philanthropists, staff leadership, and the staff team.

Responsibilities:

- Maintain proficient knowledge and understanding of DVCCC's history, programs and needs.
- Maintain strict confidentiality of all clients, staff, and board personnel and financial information; keep donor information confidential as required by non-profit standards.
- Create and implement a multi-year philanthropic partnerships plan, including but not limited to major gifts, foundation and government grants that result in meeting DVCCC's budget annually to support DVCCC initiatives.
- Work closely with the CEO, COO, CFO, DEP, and program leadership to identify and cultivate relationships with new prospects and maintain and deepen relationships with current funders through program events, individual outreach, and other activities.
- Collaborate with all management and program staff to craft innovative proposals and funding requests and to develop strategies for partnership management and long-term engagement.
- Take the lead in making funding requests, positioning the management and program staff to make or support requests for funding as appropriate.
- Manage the overall process to develop strategic partnerships with donors and funders, and strengthen the operations required for development and tracking, grant reporting, and overall donor outreach and engagement.

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- Collaborate and assist with DVCCC's Educations Team to ensure the highest quality written and electronic communication which may include press releases, newsletters, marketing material, social media initiatives, etc.
- Work closely with finance staff to ensure compliance with local, state and federal fundraising regulations and requirements.

- Research, prepare, follow up and track, all local, state, federal, foundation, corporate proposals, grant applications and performance reports by the timelines.
- Furnish prospective funders/donors with supporting documents, materials and required reports.
- Ensure that grants are implemented in compliance with DVCCC's protocols and relevant donor regulations, including maintenance of updated grant files.
- Organization of regular grant meetings; coordinate modifications to any projects (i.e., extensions, indicator changes,), as necessary.
- Responsible for donor compliance (quality narrative and financial reporting, procurement requirements, etc.) for all open grants.
- Coordinate and/or meet with prospective donors and supporters to establish effective communication with them, including cultivation activities and promotion of on-site visits.
- Develop/Grow a major gifts program including identification, cultivation, and solicitation of major donors.
- Explore/Build planned giving program.
- Direct annual fund program, including mailing and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fund raising special events and/or drives.
- Develop and maintain gift recognition programs.
- Oversee fundraising database and tracking systems, including archiving of all grant files and institutional memory of grants and programs.
- Assist with the development and execution of marketing and development department strategy and initiatives.
- Enhance service delivery and scope of DVCCC by participating in continuous quality improvement activities such as data collection, evaluation, improvement plans and program goals. May serve on committees/subcommittees.

Teamwork

- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Attend staff meetings and in-service trainings.
- Actively participate in all organization events: October awareness, volunteer recognition, various celebrations, etc.
- Team player with passion for DVCCC's mission is essential.

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Physical Requirements:

- Much of the work performed is sedentary in nature yet may require the employee to exert themselves with minimal force and/or be able lift or move light objects associated with the job responsibilities.

Other Requirements

- Must be willing to work flexible hours to meet program needs and grantor accountability requirements.
- Adhere to all agency policies and procedures (attendance, work hours, paperwork, etc.)
- Child abuse, criminal and FBI clearances as required by the state and DVCCC.
- Excellent oral and written communication and interpersonal skills.
- Ability to multitask, work under deadlines and able to manage competing urgent requests and priorities.
- Excellent organizational skills, detail oriented and ability to work independently.
- Excellent knowledge of fundraising information sources and technique
- Possess the skills to work with and motivate staff, board members and volunteers.
- Have the desire to get out of the office and build external relationships
- Be a self-started and goal driven to engage donors/stake holders (in person, phone, multi-media, etc.).

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's Degree required; masters helpful.
- Three years' experience in development and grant writing.
- Previous successful experience in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special Programs.
- Proficient with measuring and reaching income goals.
- Proficient with MS Office applications
- Experience with Donor Perfect and Ready Set Auction is highly desired.
- A knowledge base, education or training specific to domestic violence is preferred.

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| Job code | Full-Time |
| Last revised | July 20, 2022 |
| Management? (Yes/No) | Yes |
| E/NE status | Exempt |

Employees' Signature

Date

Chief Executive Officer Signature

Date