



THE SPARTANBURG COUNTY FOUNDATION
Your Community Foundation

Position Title: Director of Philanthropic Services
Team: Management Team
Reports To: Chief Operating Officer

Position Summary

The Director of Philanthropic Services supports, leads, and oversees the work of a diverse, multidisciplinary team. S/he is a thought leader in developing and implementing strategies that increases charitable resources and builds brand awareness of The Spartanburg County Foundation (SCF). The Director of Philanthropic Services is a team leader and partners with the SCF staff on tasks that concern the broad agenda of the SCF's work. S/he guides all existing and innovative processes of the Foundation's Philanthropic Services and leads in increasing the visibility of the Foundation's mission through active participation and presence in the community. S/he will provide strategic oversight of the Philanthropic Services budget and lead regularly scheduled department meetings with team members.

SPECIFIC RESPONSIBILITIES:

Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.

Philanthropic Services

Provides strategic leadership to the philanthropic services of SCF which includes asset development, communications and donor engagement.

Build and Grow Funds

- Achieves annual fundraising targets through new funds, additional gifts to funds using a team approach to identify and raise new money through new funds, additional gifts, etc.
- Grows future pipeline of estate gifts annually.
- Establishes a strategy and develops relationships to cultivate new donors.

Communications, Marketing and Special Events

- Provides leadership in the development and implementation of communication strategies to increase awareness of the Foundation in the community.
- Oversees and ensures the successful production of the Foundation Communications collaterals (newsletters, annual report, and other special publications and videos).
- Leads the design and production of brochures and other collaterals promoting the services and accomplishments of the Foundation.
- Leads the strategic visioning and production of the Foundation's Annual Report.
- Supervises relationships with consultants and vendors in graphic design and printing.
- Oversees Foundation's graphic and brand standards.
- Promotes and messages the goal and program of work of The Robert Hett Chapman III Center for Philanthropy locally, regionally, and nationally.

This is not a contract. No information in this document will alter the At-Will Employment Relationship.

- Establishes and maintains relationships with key news media contacts to promote positive coverage for the Foundation’s asset development, community leadership and grantmaking activities, and coordinates all media activities, including responding to inquiries from the media. [Note that the President & CEO and COO are the Foundation’s chief spokesperson.]

Donor Engagement

- Strengthens relationships with current donors and professional advisors to promote increased gifts and referrals.
- Demonstrates the Foundation’s distinctive donor experience through customized philanthropy services.
- Provides stewardship of donors through meetings, visits, and personal contacts.

JOB SPECIFICATIONS:

1. Four year college degree required with course work in the areas of English, communications, social services, business and other areas related to the work of a nonprofit required. Comparable experience and training may be considered.
2. Strong analytic, problem solving and strategic thinking skills.
3. At least five years paid experience in public relations, community relations, communications, marketing, or related experience.
4. Excellent oral communications skills.
5. Strong interpersonal skills, ability to establish good working relationships with Foundation staff, colleagues, news media, donors, consultants, and a wide variety of members of the community.
6. Ability to work independently and to take initiative, as well as to be an effective team member.
7. Proven skills and track record of writing, designing and producing publications within schedule and budget.
8. Proven track record of successfully dealing with the media.
9. Computer literate, including Internet experience. Knowledge of desktop publishing and website management a plus.
10. Ability to perform responsibilities in a professional manner and to effectively represent the Foundation in the community it serves.
11. Regular and sustained attendance required.

The Organization has reviewed this job description to ensure that essential functions and basic duties and responsibilities of this position have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not designed or intended to be construed as a comprehensive listing of the functions, duties and responsibilities or skills and abilities. Employees, at the discretion of The Spartanburg County Foundation, may be required to perform duties not within their job descriptions and as requested at the discretion of management of the Foundation.

Reviewed: _____

Incumbent	Date
Supervisor	Date