



Job Title:	Director of Philanthropy				
Reports to:	Chief of Communications and Community Engagement				
Supervised:	Yes				
Job Code:	910				
FLSA Status:	☒ exempt	☐ non-exempt	☒ full-time	☐ part-time	☐ other
Salary Ranges:	\$80,000.00-\$90,000.00				

Position Summary:

The Director of Philanthropy leads fundraising efforts, cultivates donor relationships, and ensures an organization has the financial resources to achieve its mission.

The Director of Philanthropy is responsible for developing and executing strategic fundraising plans to secure donations from individuals, corporations, foundations, and other stakeholders. They oversee fundraising campaigns, manage donor databases, and ensure compliance with all relevant laws and ethical standards. The role often includes planning and executing events, creating compelling cases for support, and reporting progress to the leadership team. This position will be responsible for fundraising for the Early Learning Coalition of Orange County based on pre-determined goals.

The Director of Philanthropy also serves as a key leadership partner to the Chief of Communications and Community Engagement and is responsible for supporting the development, implementation, and evaluation of the organization's communications, marketing, public relations, branding, stakeholder engagement, and community outreach initiatives. Working under the direction of the Chief, this position oversees the day-to-day operations of the department, ensures successful execution of strategic communications plans, supervises department staff, and coordinates communication and engagement efforts across the organization. The position acts on behalf of the Chief as assigned and serves as a liaison among departments, community partners, media representatives, and external stakeholders.

The position includes a variable incentive component, with compensation linked to achieving fundraising goals and the amount of donations received.

Essential Job Functions

Strategic Support and Department Leadership

- Secure donations from relevant organizations.
- Establish donation benchmarks and meet financial goals based on the needs of the organization.
- Assist with the execution of the organization's fundraising, communication, marketing, public relations, and community engagement strategies.
- Translate strategic priorities established by the Chief into actionable plans, projects, timelines, and measurable outcomes.

- Serve as the department's operational leader and primary point of contact in the absence of the Chief.
- Provide leadership, guidance, supervision, and accountability for assigned departmental staff.
- Assist with budget development, monitoring, and resource allocation to ensure effective use of departmental resources.

Communications and Public Relations

- Oversee the implementation of internal and external communication initiatives that support agency goals and priorities and fundraising initiatives.
- Ensure consistent organizational messaging, branding, and visual identity across all communication platforms used with fundraising efforts.
- Assist the Chief in managing media relations and responding to media inquiries.
- Monitor community, media, and stakeholder perceptions and identify opportunities to strengthen organizational awareness and engagement.
- Support crisis communication efforts and assist in the development of communication plans during emergency or sensitive situations.

Community Engagement and Partnerships

- Developing and implementing a comprehensive fundraising strategy for the organization
- Establishing and cultivating relationships with current and potential donors
- Planning and coordinating fundraising events
- Presenting the organization's goals and projects to potential donors
- Maintaining accurate records of all donations and funding received
- Work with the Chief of Communications and Community Engagement to allocate donated funds appropriately.
- Overseeing the development of donor materials, publications and outreach efforts
- Represent the organization at community meetings, outreach events, public forums, and networking opportunities as designated by the Chief.
- Assist in identifying opportunities for strategic partnerships and collaborative community initiatives.

Marketing and Digital Communications

- Manage the execution of marketing campaigns, promotional strategies, and public awareness initiatives related to fundraising.
- Oversee digital communication efforts including website content, email campaigns, social media platforms, and online engagement activities.
- Support special events, community campaigns, and organizational initiatives through targeted communication and marketing efforts.

Cross-Departmental Support and Collaboration

- Collaborate with internal departments to develop communication strategies that support operational and strategic objectives.

Director of Philanthropy

- Assist departments in planning outreach efforts, community presentations, public engagement activities, and special events.
- Coordinate communication timelines, project deliverables, and engagement activities across departments.
- Ensure communication and outreach efforts are aligned with agency priorities and approved messaging.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Demonstrated experience implementing communications, public relations, marketing, and fundraising strategies.
- Proven experience as a Philanthropy Director or similar role in non-profit fundraising
- Excellent leadership and organizational abilities
- Outstanding communication and interpersonal skills
- Knowledge of fundraising strategies and donor relations unique to non-profit sector
- Strong knowledge of fiscal management and responsibility
- Ability to inspire donors, volunteers and staff to achieve fundraising goal
- Strong supervisory and project management experience.
- Exceptional written, verbal, and presentation skills.
- Strong relationship-building skills with community partners, stakeholders, and media representatives.
- Experience with digital marketing, social media management, website content management, and brand stewardship.
- Ability to exercise sound judgment, discretion, and professionalism when handling sensitive organizational matters.
- Computer literacy in word processing, database management and page layout.
- Advanced knowledge of Excel, MS Word, WordPress and PowerPoint, Publisher is essential. Ability to navigate the Internet
- Must possess valid Florida ID or driver's license and access to a reliable transportation source to and from work. This position will require periodic travel throughout the designated business market.
- The employee is frequently required to stand; walk, stoop and kneel. The employee might be required to lift and or move up to 30 pounds.
- This position requires interaction with birth through 5-year-old children at Coalition sanctioned and volunteer events.

- This job may require remote work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed to work with vendors/families and co-workers. You will also need to provide the address for your Telework location.
 - Strong organizational skills and effective record management practices, attention to detail
 - Professional appearance and presentation
 - Knowledge in Adobe Photoshop and Adobe editing suite (video) a plus
 - Strong oral and written communications skills.
 - Ability to manage multiple projects at a time.
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Education and Experience:

- Bachelor's degree in business administration, journalism, marketing, public relations, education, or related field required.
- Leadership experience
- Minimum of 3 years' experience in marketing, communications, public relations, and/or educational field preferred.
- Coalition, not-for-profit or association sector/governmental experience preferred.
- Essential traits include strong oral and written communication, strong interpersonal skills, and excellent organizational ability. Proven problem-solving ability, time management skills and supervisory experience are required. Management experience in an entrepreneurial, collaborative culture where results depend on teamwork preferred.
- Must possess a valid Florida Driver's License with ability to travel to and from work, and to travel to off- site locations.
- Ability to work flexible/hours schedule with some Saturdays or evening hours.
- Professional appearance and presentation.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)
