



Director of Philanthropy

Division: Development

Job Status: Full-Time

FLSA Status: Exempt

Reports To: Vice President of Development

Work Model: Hybrid

Direct Reports: Yes

Position Code: 279

POSITION SUMMARY OVERVIEW

The Director of Philanthropy leads the Philanthropy arm of the Development team and is responsible for the design and implementation of HAWC's fundraising efforts, in partnership with the Vice President of Development, to support the agency's overall revenue generation. This position directs the identification, qualification, cultivation, solicitation, and stewardship efforts for each fundraising campaign, event, and program, and is responsive to the evolving organizational needs, priorities, and key stakeholders using data-driven proven practices and metrics, and responsible resource management.

The position will collaborate with other departments and organizational stakeholders to achieve key strategic objectives and will ensure all aspects of the department administration, including data management, are maintained. The Director of Philanthropy is a part of the agency's Senior Leadership Team.

Work Schedule:

Monday – Friday

9 am – 6 pm or 8 am – 5 pm, weekends as needed

Local Travel: 25%

Tasks

Strategy and Management:

- Work in partnership with the Vice President of Development and the Chief Development Officer to identify and prioritize annual fundraising initiatives, developing the necessary strategies and resources to support measurable outcomes; conducts monthly and annual reporting on goals.
- Manage and support one direct report (Philanthropy Specialist) and oversee the daily actions of the sub-department including planning, implementation, and measurement; conduct annual performance reviews and professional development.

- Promote a culture of authentic collaboration, performance management, and responsive operations in a fast-paced, deadline-oriented environment that values learning, continuous improvement, inclusivity, and a commitment to quality.
- Effectively organize work to meet short and long-term goals and deadlines, handle multiple tactics simultaneously, and manage competing priorities and shifting demands.
- Ensure appropriate and adequate systems and tools are in place to support sub-department operations and data management.

Fundraising Campaigns and Events

- Plan and develop strategy for HAWC's largest fundraising initiatives – the BELIEVE Luncheon and the Leadership Campaign – as well as smaller campaigns including Domestic Violence Awareness Month, Sexual Assault Awareness Month, End of Year, and more.
- Recruit, manage, and motivate high performing fundraising committee for each initiative.

Fundraising Programs

- Strategically assign donor portfolios to development staff and agency leadership and create a strategic engagement plan with HAWC's donor base.
- Create a planned giving program for the organization and subsequent action plan for soliciting planned gifts.
- Maintain a donor stewardship program encompassing policies and procedures associated with stewarding gifts.
- Other duties as assigned.

Education: Bachelor's degree required and CFRE preferred.

Experience:

- A minimum of 5 years progressive experience in fundraising, development, or advancement.
- A minimum of 5 years' experience leading a philanthropic team.
- A minimum of 3 years of experience working with a direct service agency dealing with social issues strongly preferred.

Computer Skills:

- Intermediate Proficiency within Microsoft Office specifically Word, Excel, Teams, and Outlook.
- Experienced in Donor Management/CRM software, Raiser's edge preferred.

Computer Skills: Exceptional computer skills, including but not limited to Excel and Outlook. Experienced in Donor Management/CRM software, Raiser's Edge preferred. Expertise managing and manipulating large donor data sets for segmentation and qualification.

Certificates & Licenses:

- Texas driver's license with a good driving record; reliable transportation; ability to travel to off-site locations utilizing personal transportation, if applicable
- CFRE preferred.

Physical Demands

The ability to stand and walk around for extended periods of time is required. Employees will also need to squat or bend, reach outward or upward to effectively discharge job duties. Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

Essential Function Statement

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the tasks. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Our Mission: The Houston Area Women's Center works to end domestic and sexual violence and supports all in building safe and healthy lives through advocacy, counseling, education, shelter and support services.

EOE Statement: Houston Area Women's Center is an Equal Opportunity Employer - Qualified applicants are considered for employment without regard to age, gender, race, color, creed, religion, sex, national origin, physical or mental disability, veteran status, sexual orientation, gender expression, gender identity or any other illegal grounds.

Disclaimer:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, tasks, or skills. Additional functions and requirements may be assigned by the manager as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate. Should such duties become routine, the description may be revised at any time.

Revised: 03/23/2023

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