

California Communications Access Foundation

Job Description

JOB TITLE: Director of Philanthropy
DEPARTMENT: Ability Central
REPORTS TO: Chief Executive Officer
FLSA STATUS: Exempt
PREPARED BY: Ted Shimanuki, Barry Saudan, Jo Ann Nelson, and Noe Gutierrez
PREPARED DATE: August 2020

SUMMARY:

As a member of the organization's Executive Management Team, the Director of Philanthropy will help design and execute on comprehensive fund development strategies for Ability Central. The Director of Philanthropy will lead Ability Central's grantmaking and serve as the executive liaison to grantees, applicants, and the grantmaking and donor communities. The Director of Philanthropy will lead Ability Central's communication activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PHILANTHROPY

- Lead the organization's Philanthropy program in all grantmaking activities.
- Serve as the public face of the Philanthropy program.
- Together with the Associate Program Officer, serve as liaison to grantees, the Advisory Group, and the grantmaking community.
- Lead the Grants Team (made up of the Philanthropy staff, the Executive Team, and two members of the Board) who provide input to guide the Philanthropy staff in decision making regarding grant making and proposals for new initiatives.

FUND DEVELOPMENT

- Working with the CEO, develop fund development strategies and priorities, including identifying those current and enhanced programs potentially worthy of funding.
- Identify and facilitate opportunities for funding based on existing and newly-formed relationships in the philanthropy community, including foundations, corporate sponsors, and individuals.
- Develop and/or refine multiple case statements for potential funding.
- Conduct research, prospecting, and application to multiple donor sources.
- Develop and maintain key long-term relationships with donors and prospects.

COMMUNICATIONS

- Serve as the champion for the organization's vision and mission, which centers on communications and information access for people with disabilities.
- Develop and implement communication strategies and messaging for Ability Central, while ensuring a coordinated and integrated effort.

ACCESSIBILITY

- Serve as champion for the organization's accessibility capabilities, and help build the skills and tools necessary for excellence in communication and information accessibility.

HUMAN RESOURCES MANAGEMENT

- Plan, direct, and coordinate the staff activities within the department.

- Coach, mentor, train, and develop employees.
- Set goals and standards for expected performance. Hold employees accountable for their job performance. Provide formal and informal feedback to staff.
- Foster a spirit of teamwork among department members where diversity is appreciated.
- Build and manage a workforce based on organizational goals, budget considerations, and staffing needs.
- Work with Human Resources staff to recruit, interview, select, and hire employees.

OTHER DUTIES

- Support CCAF Mission, Vision and Values.
- Adhere to the provisions of the Employee Handbook, Expectations of Employment and other CCAF policies and procedures.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive information such as personal relations, employee relations, and organizational changes, planning and protecting the security of information, data, files, and customer information.
- Perform other duties and responsibilities as directed by the CEO.

ORGANIZATIONAL RELATIONSHIPS

- Works and collaborates with CCAF Executive Management, Managers, Supervisors and staff.
- Works with the CCAF Board of Directors.
- Supervises the Philanthropy team.
- Regularly interacts with grantees and other funders.
- Maintain positive relationships with Ability Central constituencies and with the general public.

REQUIRED QUALIFICATIONS

EDUCATION

- Bachelor's Degree in Business Management or a related field. Qualifying experience may be substituted for the required education.

WORK EXPERIENCE

- Five years of executive management level experience managing fund development and/or grantmaking for a medium or large size nonprofit organization.
- Experience must include direct interaction at the Board level.
- Five years proven success in fund development for a medium or large nonprofit.
- Experience fundraising from multiple donor channels, including major gifts and foundation and corporate giving.
- Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes.
- Experience with tracking and reporting on progress to funders, senior managers, and Board of Directors.

LICENSES OR CERTIFICATIONS

- A valid California Driver's license and a clean driving record are required.

KNOWLEDGE, SKILLS AND ABILITIES



- Management
 - Strong business acumen with the ability to think strategically and creatively.
 - Proven leadership and team building skills.
 - Ability to build consensus with staff, stakeholders, and Board of Directors.
 - Ability to influence others and apply proven negotiation and mediation skills to find mutually beneficial solutions to address the needs of key stakeholders.
 - Strong organizational abilities.
 - Ability to be articulate, concise, compelling, and diplomatic.
 - Takes initiative and actively seeks to cultivate existing and prospective donors.
- Language Skills
 - Must be able to read, write and speak fluently the English language.
 - Excellent written, verbal and interpersonal communication skills,
 - Skilled at creating powerful, compelling written and oral communications.
 - Strong public speaking ability; ability to make formal, persuasive presentations to groups and deal effectively with members across various levels of the organization and people from all segments of the community.
- Reasoning Ability
 - Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial problems, develop and evaluate alternatives, analyze data and present ideas and information effectively, both verbally and in writing.
- Mathematical Skills
 - Strong financial management skills including budget preparation, analysis, and reporting.
- Computer Skills
 - Proficient with Microsoft Office: Excel, Word, Outlook and PowerPoint.
 - Knowledge of CRM, donor databases and other fundraising technology.
- Ability to work well both independently and as part of a team.
- Ability to manage time and competing deadlines effectively, and manage multiple projects simultaneously.

DESIRED QUALIFICATIONS

EDUCATION

- Advanced Degree, ideally a Master of Business Administration (MBA), Master of Public Administration (MPA), MS Nonprofit Management, MA in Strategic Fundraising or MA Philanthropic Studies.

WORK EXPERIENCE

- Prior experience working with Deaf, disabled or senior communities.
- Experience Grants Management software (e.g. Foundant).

LICENSES OR CERTIFICATIONS

- Certified Fund Raising Executive (CFRE) or similar credential

LANGUAGE SKILLS

- Ability to communicate in American Sign Language (ASL).

SPECIAL REQUIREMENTS

- The person in this position is required to travel both within and outside of the state of California.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with extensive computer usage. This role routinely uses standard office equipment such as computers, keyboard/mouse, phones, all-in-one copiers/printers, and filing cabinets. Travel requirements would include automobile and airplane travel.

While performing the duties of this job, the employee is regularly required to:

- Stand, sit, and use hands to finger, grasp, feel (use of computer keyboard and mouse) for prolonged periods of time.
- Walk, climb, balance, stoop, sit, bend, squat, kneel, twist, crouch, and reach with hands and arms while in an office setting.
- Use of speech and hearing to communicate in person and by telephone.
- Use of visual ability to read handwritten and printed materials, computer screen, and to discern color.
- Occasionally lift or move moderate weight (up to 35 lbs.)

I hereby acknowledge that I have read and understand the content of this job description. I understand that the job description may be revised from time to time in the future by the Company at its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Company is at-will.

Employee Signature

Date



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