

## **DIRECTOR OF PHILANTHROPY**

### **PETER PAUL**

#### **About Peter Paul:**

Peter Paul's mission is to support the neighbors of the East End of Richmond and educate its students, equipping them to serve as positive contributors to their families, community, and society.

#### **Position Description:**

This Director level position is responsible for developing and implementing the philanthropy strategy for Peter Paul RVA. The Director of Philanthropy will work with the Executive Director and the Board and Philanthropy Committee to achieve the organization's philanthropy goals. The person in this position should embody Peter Paul's values and share a passion for the mission

#### **Primary Job Responsibilities**

- Embrace and enhance community-centric philanthropy throughout the organization and externally.
- Create and implement strategies of an annual development plan for a \$2.0M+ operating budget
- Provide leadership for Philanthropy team and direct supervision of the Development Coordinator and Volunteer Coordinator, providing ongoing feedback, professional development, and growth opportunities for team members
- Manage and support the work of the Board Philanthropy Committee, including ongoing development and volunteer updates and managing Board fundraising capacity and engagement
- Leads grant application process, including consistent language, submissions, and reporting
- Oversight of annual fund campaign, inclusive of soliciting corporate, foundation, and other grants, donor stewardship, and evaluation of development strategies
- Oversight of volunteer program, inclusive of corporate, civic organizations and individual volunteers
- Think creatively and strategically about fundraising strategies and opportunities
- Management of external communications to ensure alignment with values, language, and brand
- Creation of marketing and promotional collateral for fundraising purposes, as well as collateral to support programs and special projects
- Oversight and management of special events

#### **Qualifications**

- 3 years minimum experience and demonstrable success in fundraising and development, 5 years or more of experience preferred
- Advanced degree or certification in fundraising or nonprofit development a plus
- Familiarity and comfort with working in a high-potential community with diverse populations
- Experience with multiple sources of revenue – corporations, foundations, individuals, special events, government, churches, and civic organizations
- Must have understanding and commitment to Association of Fundraising Professionals Code of Ethical Principles and Standards
- High comfort level with various fundraising database platforms

- Must be a team player and possess excellent social and interpersonal skills
- Strong verbal and writing skills
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities and tasks concurrently

**Salary/Benefits:**

**\$68-95,000** ( commensurate with qualifications and experience).

This full-time, salaried position is expected to be available during normal business hours and reports to the Chief Executive Officer. Benefits available to the employee include a percentage of health, dental, paid vacation, and 401k.

**How to Apply:**

Email a resume, cover Letter, and three references to Nisenson Consulting LLC by COB 2/28/24 at [amy.nisenson@gmail.com](mailto:amy.nisenson@gmail.com)

\*Please put Peter Paul Director of Philanthropy in the subject line of the email.

**Job Location:**

Peter Paul/Coleman Promise Center in Richmond, Virginia

**EOE Statement:**

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.