

## Director of Philanthropy

**Reports To:** Sarah Beckman, Director of External Relations

**Department of Labor Classification:** Exempt

### **About the Position:**

The Director of Philanthropy supports the mission of Forever Balboa Park (*the outcome of a merger between Balboa Park Conservancy and Friends of Balboa Park*) to provide expertise, advocacy and resources to envision, enhance and sustain Balboa Park for all visitors in partnership with the City of San Diego and in collaboration with other organizations in the Park and the community.

The Director of Philanthropy is responsible for the strategy, cultivation, and solicitation of individual, corporate and foundation gifts for unrestricted and restricted gifts with special emphasis on the Botanical Building & Gardens, a three-year capital campaign. This position ensures a collaborative, holistic approach to donor cultivation, solicitation and stewardship.

### **Essential Job Functions Include:**

- **Management** – Oversees work of Philanthropy Specialist and the Philanthropy Coordinator and works closely with the grants team. Leads the Major Gifts volunteers to ensure a donor-centric approach and success of the fund development program. Coordinates with team members for all related fundraising activities, including mid-level donors, annual fund, and special events.
- **Donor Engagement and Solicitation** – Develop and maintain a thorough working knowledge of Forever Balboa Park’s mission, annual fundraising opportunities, and community needs to articulate the priorities and fundraising objectives to donors and prospects.
- **Portfolio Management**–Manages a portfolio of donor and prospect files documenting face to face visits, correspondence, or other donor activity. Conducts basic prospect research and supports key cultivation/solicitation partners (staff and board).
- **Communication** – Cultivate and solicit major gifts in a way that allows the donor’s philanthropic interests to advance the organization’s highest priorities. Drafts proposals and collateral required for gift solicitation.
- **Documentation, Metrics, and Reporting** – Identifies and meets key fundraising metrics, and develops reports to manage progress. Maintains donor tracking and systems via the CRM system. Develops documentation and works closely with communications, finance, and grants.

- Advocacy – In concert with the approved messaging and brand, promotes Forever Balboa Park for the greatest impact and success.

**The position reports directly to the Director of External Relations and is:**

- Passionate about the mission of Forever Balboa Park and the community served by park assets;
- Highly motivated to raise funds for Forever Balboa Park;
- Able to develop and implement strategies for successfully closing major gifts;
- Known to be relationship-driven with a proven track record of successful donor cultivation;
- Highly collaborative with Forever Balboa Park Board, staff and volunteers to achieve goals.

**Education and Experience**

- BA/BS in nonprofit management, public affairs, communications, or related field.
- Five years of successful fundraising experience that includes major gifts.
- Experience in related fundraising practices (e.g., donor relations, engagement, planned-giving, annual fund, event management).

**Competencies, Skills, and Abilities**

- Strategic mindset and ability to develop and implement plans to maximize philanthropic giving from the assigned portfolio and major-gift donors;
- Broad knowledge of fund development principles, strategies, and tactics.
- Relationship-driven, with ability to build interpersonal networks with integrity.
- Be responsive to the needs of a fast-moving and dynamic department.
- Persuasion skills and political savvy in working with a diverse set of donors, stakeholders, funders, community leaders and volunteers.
- Ability to work independently and collaborate.
- Effective problem-solving and decision-making skills.
- Excellent communication abilities (verbal, written, and presentation).
- Ability to work some overtime, evenings, and weekends for fundraising-related events.
- CFRE
- Knowledge of Balboa Park

**Physical Requirements:**

- Must be able to lift 40 lbs.
- Some bending stooping and kneeling
- Sitting for significant time at a desk working with a computer
- Ability to communicate orally and written
- Visual acuity to perform tasks
- Ability to receive detailed information through oral communication

**Our Commitment**

Forever Balboa Park is committed to providing an inclusive and welcoming environment for all members of its staff, visitors, volunteers, subcontractors, vendors and donors. We do not and shall not discriminate on the basis of race, color, religion, creed, gender identity, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of

our activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

Forever Balboa Park is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant.

*This job description is intended as a guide to the general job responsibilities and is not inclusive of all everyday duties the employee is expected to perform.*

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