



Director of Philanthropy – Santa Rosa, CA

To apply: <https://canine.org/about/careers/>

As a Canine Companions employee, you'll enjoy knowing that every day you make a difference in the lives of people with disabilities. You'll give independence and give a dog a job!

Canine Companions' dedication to our mission is only equaled to our dedication to our employees.

Benefits:

- Comprehensive benefit program including employer-paid medical, dental and vision for staff
- 14 paid holidays, including an Inclusion Holiday
- 17 paid days off during your first year (Paid time off, PTO), including hours to serve your community
- Employer matched 403(b) retirement plan
- Employee Assistance Program
- Diversity, Equity and Inclusion Committee dedicated to ongoing efforts to foster a diverse and inclusive workplace by setting actionable goals and evaluating progress

"I am so thankful and proud to work for an organization that not only cares about the people it serves, but also for the people it hires to provide the services."

-Senior Fundraising Team Member

This is a full-time position with a hybrid schedule, which will require several days per week to be physically on the work location.

The Director of Philanthropy is responsible for contributing to the long-term regional fundraising plan and growing Canine Companions' financial support through individual, foundation, and corporate gifts as well as special events. At the direction of the Executive Director, assists in providing leadership to the development team to oversee the identification, cultivation, solicitation, and development of local, regional, and national funding sources. Supports regional fund-raising events and related projects, chapter fundraising activities, and has responsibility for soliciting gifts \$5,000 and above, including major gifts of \$25,000 or more.

A typical day as a Director of Philanthropy may include:

Fund Development:

- Collaborates with the Executive Director to develop and implement annual fundraising plan

- Develops, implements and supports strategies that will offer sustainable short, intermediate and long-term growth in contributed income.
- Identifies and researches current and potential individual donors, including new prospects and existing donors. Cultivates, solicits and stewards a portfolio of 125+ qualified prospects in the \$5,000-\$100,000 or more giving range with a focus on major gifts.
- Directs research to identify and cultivate new donors/supporters, including individuals, foundations, and corporations.
- Participates in regional fundraising events including sponsorship and auction solicitation as well as some logistical planning.
- Participates in planning and organization of national signature events throughout the region.
- In coordination with the Executive Director, identify, cultivate and solicit corporate support at the local and regional level. Assists with cultivation and stewardship of national corporate donors.
- Build relationships and solicit gifts from current and new foundation donors. Serve as a liaison to foundation representatives and host campus visits.
- Designs and implements effective tailored cultivation, solicitation and stewardship plans for donor prospects in assigned portfolio, utilizing approved moves management practices. Documents moves management activities in a timely manner in the CRM.
- Writes compelling proposals and letters and prepares background information and materials for cultivation and solicitation activities, as needed.
- Interacts with internal contacts across Canine Companions, to consult on needs, formulate proposal strategies, and identify potential donors. Works with volunteer leaders in making individual solicitations and public presentations to educate donor prospects or groups about Canine Companions.
- Assists Executive Director in developing annual regional income and expense budgets for development projects and activities. Develops resources to meet anticipated income need of the regional budget. Analyze and report on variances between actual and budgeted income and expense amounts.
- Work closely with the National Development staff and report all regional development projects, funding, and other related items.
- Provide reports monthly or as directed by Executive Director on: fund raising activities, major gifts, grants and special events, public relations, chapter fundraising activity, priority contracts and other metrics as identified on the monthly dashboards.
- Ensure accurate records of all contacts are maintained. Establish and maintain correspondence records. Work with development and marketing staff to ensure regional development correspondence is consistent and accurate.
- Stay abreast of philanthropic, economic, and social trends related to fundraising and Canine Companion advocacy initiatives.
- Supports a Culture of Philanthropy throughout the organization.

Relationship Management:

- In collaboration with other staff as appropriate, work with regional volunteer chapters to support fundraising efforts.
- Collaborate on external communications and visibility raising efforts as the organization develops greater regional awareness.
- Perform public presentations at Canine Companions events and community meetings.
- Seek out and perform speaking engagements that further the CC mission and reach new audiences
- Maintain regular correspondence and networking with regional donors.
- Be accountable not only for direct responsibilities outlined in this job description but also to serve fellow staff and other constituents with whom position interacts. Ensure actions and communications follow core values.

EXPECTATIONS:

To be successful in this position:

- **MUST HAVES:**
 - Minimum of five years of combined development leadership and fundraising experience in a non-profit environment.
 - A proven record of success in meeting fundraising goals
 - Demonstrated prior success with face-to-face gift solicitations over \$5,000
 - Balance competing priorities, adhere to deadlines and be flexible to accommodate new projects
 - Perform several tasks concurrently, excellent time management and organizational skills
 - Manage and motivate staff and provide leadership
 - Organize and maintain detailed records; complete necessary paperwork and meet deadlines
 - Excellent oral & written communication skills; motivating public speaker
- **NICE TO HAVES:**
 - Accreditation in fundraising (CFRE)
 - The desire to work in a fast-paced, collaborative environment
 - BA degree or equivalent

PHYSICAL REQUIREMENTS:

- General office working conditions apply. The employee will work indoors and outdoors performing development management, training and administrative duties.

SCHEDULE: Full Time. Frequent weekend and/or evening work is required. Travel is required. (Estimate 25% travel.)

PAY: \$80,000 - \$91,000 per year

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

The base salary range below represents the low and high of the Indeed salary range for this position. Actual salaries will vary and may be above or below the range based on various factors including but not limited to location, experience, and performance. The range listed is just one component of Indeed's total compensation package for employees. Other rewards include quarterly bonuses, Long Term Incentive Pay units, an open Paid Time Off policy and many region-specific benefits.