

Wyoming Community Foundation

Job Description

JOB TITLE: Associate Director of Philanthropy

REPORTS TO: Director of Philanthropy

INCUMBENT:

POS. STATUS: Exempt

POSITION SUMMARY: The Associate Director of Philanthropy is responsible for working with the Director of Philanthropy and President to implement and execute on the WYCF fundraising plan. The primary responsibility of this position is management and implementation of the annual campaign organized to raise funds for operating expenses.

JOB FUNCTIONS AND RESPONSIBILITIES

A. 80% - **Annual Campaign and -Local Boards:**

- Responsible for the development and management of an annual fundraising campaign consistent with WYCF's strategic plan and fundraising goals.
- Work with Director of Donor Relations to design and implement plans that engage existing donors, and constituents with ongoing annual giving.
- Work with Director of Philanthropy to design and implement plans that engage prospects to support ongoing annual giving.
- Assist where needed with annual fund giving plans within the WYCF priority funds consistent with WYCF's fundraising goals
- Work with Local Boards on development strategies, fundraising planning and activities, including annual fund giving plans
- Responsible for understanding fundamentals of planned giving, fund types, and available giving vehicles within the WYCF.
- Assist with additional fundraising activities such as events or fund development, as determined by the Director of Philanthropy.

B. 10% - **Marketing and Communications:**

- Work closely with the Communications Director and Director of Philanthropy in the development of specific marketing/media programs targeted to increase the donor base for the WYCF
- Responsible for working with local boards to align marketing and communications materials with WYCF messages toward the achievement of shared goals
- Responsible some media releases and other publications authorized during the year for the communication efforts of the Foundation

C. 10% - **Administration and Planning:**

- Responsible for learning and maintain proficiency in data systems used at the WYCF to manage donor and gift information.
- Responsible for creating an annual work plan which will be updated quarterly and used for year-end evaluation
- Attend meetings of the Board of Directors and participate in staff meetings
- Responsible for any other projects as assigned by the President or Director of Philanthropy

JOB REQUIREMENTS

- Ability to manage multiple projects
- Willingness to travel though out Wyoming extensively (Up to 70%)
- Holds a valid Wyoming Drivers License
- Excellent written/oral communication skills
- Ability to accomplish projects with little supervision
- Bachelor’s degree preferred; or significant work experience
- Skill in public relations managing complaints and overcoming objections.
- Adheres to all company policies and procedures and maintains a safe work environment

BEHAVIORS AND PHYSICAL DEMANDS

- Some lifting of boxes necessary – up to 30 lbs.
- Must have analytical and organizational skills
- Oral and written communication skills/ English required
- Regular attendance is an essential job function
- Ability to work daily and function effectively in stressful situations
- May be required to work nonstandard hours as needed to meet deadlines
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain.
- Adheres to all company policies and procedures and maintains a safe work environment.

I understand I am responsible for notifying my employer if any reasonable accommodations are required for me to perform my job duties as outlined.

Name _____ Date _____

This position description covers the major purpose and essential functions of the position. It is not intended to give all the details or a step-by-step account of the way the each task is to be performed. Employees may receive other job related instructions and be required to perform other job related functions requested by management. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

Sensitivity level of information handled in this position: **HIGH***

Approved: _____ Date: _____

*** HIGH - Sensitivity information level – all data, fund records and other materials are considered confidential and can only be shared with other authorized WYCF personnel with the same classification. Sharing this information/data with any unauthorized personnel can be grounds for termination.**