



PONTIAC

COMMUNITY FOUNDATION

Building a Brighter Future for Pontiac

Director of Philanthropy

March 2024

The Position:

Pontiac Community Foundation (PCF) is an independent 501(c)(3) organization, dedicated to Building a Brighter Future for Pontiac by engaging philanthropy, leadership, and collaboration to tackle Pontiac's most pressing issues. Our organization's most effective work accomplishes economic development, community development, quality of life, and civic leadership initiatives that help make the city of Pontiac a more desirable place to live, work, and play.

The Director of Philanthropy will serve in a strategic leadership role for the organization, developing and overseeing the fund development department, and is responsible for strategically implementing the organization's fundraising and business development strategies. The person in this position reports directly to the Chief Executive Officer. The Director of Philanthropy will assist the Chief Executive Officer in developing an internal and external culture of philanthropy and will work closely with executive staff to support the stewardship of both individual and corporate donors. The Director of Philanthropy provides an essential function as lead of the fund development department and as an interface between the CEO, board, committee members, external partners, and constituents on a day-to-day basis. This position will also provide oversight of marketing and communications for the organization.

The Director of Philanthropy will be highly organized and able to prioritize and manage multiple and varied projects; have strong administrative, organizational, and communication skills; develop and maintain positive interpersonal relations with all levels of staff, board of directors, and committee members, and outside contacts; and exercise a high degree of integrity while managing highly sensitive and confidential information. The Director of Philanthropy will be able to work effectively both within teams and independently, as well as with remote supervision, to accomplish goals and implement initiatives. The successful candidate works proactively, anticipating needs, conflicts, and opportunities while exercising considerable judgment, initiative, and discretion, and is comfortable advancing projects with remote supervision due to a flexible work schedule.

This is a new position and may evolve over time. The role requires flexibility due to the changing nature of the organization and its entrepreneurial endeavors.

Position Responsibilities:

Fund Development and Grants Management– 75% of time

- Develop, implement, and execute a comprehensive fund development strategy. Oversee corporate and individual donor development strategies.
- Oversee in-person and virtual fundraising events, including all event logistics.
- Assist staff with drafting donor communications and preparing solicitation materials for donors.
- Develop and research funding prospects and potential donors for the organization.
- Build and maintain relationships with prospective and ongoing funders.
- Administrate the grant proposal process, including the facilitating, reviewing and writing of grant proposals, as well as researching and compiling data.
- Ensure that all grant awards meet their programmatic targets and are executed properly.
- Work with finance team to maintain grant compliance and complete reporting requirements.
- Oversee and maintain development infrastructure, including CRM and other tools.
- Manage and maintain the integrity of databases by ensuring that all information is kept current.
- Process donations and prepare acknowledgment letters and other correspondence.
- Meet regularly with the Chief Executive Officer and executive staff to accomplish fund development strategies and monitor fundraising year-to-date goals.
- Create monthly fundraising reports and dashboards.
- Reconcile donations with the Finance Department monthly.
- Lead board fund development committee meetings.
- Other duties as assigned.

Marketing and Communications – 25% of time

- Oversee branding and marketing assets for the foundation including, but not limited to, the organization's website, slide decks, annual reports, feature videos, and promotional flyers and magazines.
- Consult with PR/Marketing firm on press releases, content development, and opportunities to engage with the public.
- Work with administrative staff on monthly and periodic e-blasts.
- Ensure integrity of organization brand, assets, and verbiage across all means of internal and external communication.
- Provide the board of directors and senior staff with the most up-to-date assets and organizational information for public consumption.

Skills and Qualifications:

- Must embrace the mission of the Pontiac Community Foundation.
- Superb written, verbal, and interpersonal skills.
- Time management and flexibility with job duties.
- Comfortable with an entrepreneurial environment.
- Competent in G-Suite, CRM software, and related platforms.
- Self-directed and able to work independently with remote supervision.
- Demonstrated strategic planning, organization, and coordination skills.
- Ability to work outside standard hours as needed, including occasional evenings and weekends.
- Highly organized and able to manage multiple varied projects; specificity to detail, protocols, and professionalism, including the highest level of discretion with confidential information.
- Display a positive attitude, show concern for people and the community, and demonstrate presence, self-confidence, common sense, and good listening ability.
- Ability to work in a fast-paced environment where the demands and directions of the work are often changing.
- A bachelor's degree or equivalent.
- 4-6 years of professional experience in philanthropy, fundraising, or business development roles.
- Grants management experience preferred.

Compensation, Benefits, and Terms:

- Salary range of \$60,00-\$70,000, based on experience.
- Benefits package, including 100% premium paid for employee medical, dental, vision, short/long-term disability, and life insurance coverages, as well as a 3% retirement match.
- 100% of pre-approved work-related expenses are to be paid or reimbursed.
- Unlimited pre-approved paid vacation.
- Flexible office schedule.

How to Apply:

- Submit an email including a cover letter describing the motivation and specific qualifications for the position; a resume; and three references (including at least one former or current employer and one community partner or colleague).
- Please email the packet to hr@pontiaccommunityfoundation.org with SUBJECT: Director of Philanthropy