The Southern New England Conference, United Church of Christ, has a rewarding opportunity for a Director of Philanthropy in the Development Department.

Position Summary:

The Director of Philanthropy is responsible for Conference fundraising strategy and implementation with regard to major gifts from individuals, major corporate gifts and grants. This responsibility includes, but is not limited to, policy development, planning, donor relations, data management and coordination with other staff.

The primary responsibility for this position to identify, develop and manage a portfolio of major gift prospects/donors capable of making gifts of $1,000 or more. As part of this effort, this position is responsible for developing strong relationships with key volunteers to engage their involvement and support in the identification, cultivation, solicitation, and stewardship of these prospects.

Key Duties & Responsibilities:

- Develop strategies, goals and objectives for the cultivation, solicitation and stewardship of major gift prospects. These strategies will recognize the unique motivations and individuality of each prospect and will be developed in collaboration with other members of the staff and board, as needed.
- Successfully solicit donors for gifts in excess of $1,000 from individual donors, and larger gifts from corporate and other covenant partners, working closely with volunteers and other staff as appropriate.
- Maintain and update prospect/donor files with appropriate records and contact reports and communicate this information to all appropriate individuals within the organization.
- Manage correspondence, invitations, acknowledgements, stewardship of and communications with assigned prospects/major donors to assure overall coordination.
and individualized attention; maximize the building of satisfying, long-term relationships.

- Plan and implement events as needed, including small dinners in donors’ homes, or larger dinners/receptions.
- Review articles and attend webinars about donor cultivation, retention, and stewardship.
- Cultivate and discover grant funding possibilities.
- In consultation with the Executive Conference Minister, set mutually agreeable performance goals and standards to effectively measure the quality and quantity of the relationships, gift results and donor satisfaction.

**Conference-Sponsored Events**

- The Director of Philanthropy will be required to participate in Conference-Sponsored events throughout the year.

**Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform successfully in this position.

- A college degree in a related field or equivalent experience, or a combination of academic study and experience.
- Experience in the philosophy and practice of philanthropy in the non-profit sector and demonstrated ability to work in the area of leadership gifts.
- Demonstrated ability to secure major gifts of $10K+.
- Demonstrated credibility necessary to influence and tactfully manage relationships with internal and external constituencies.
- Experience in gaining access to and establishing connections with national business, foundation, and industry leaders; philanthropists; and other high-level individuals.
- Demonstrated excellent communication and interpersonal skills.
- Ability to manage multiple priorities and relate to a variety of diverse stakeholders.
- Commitment to and theological understanding of mission, stewardship and philanthropy.
- Understanding of the polity and structures of the United Church of Christ, or willingness to familiarize oneself with these.
- Desire and sensitivity to work in diverse racial, ethnic, cultural and religious settings with commitment to diversity in the workplace as well as in one’s understanding of mission.
- Ability to maintain and properly handle confidential or sensitive information.
- Demonstrated ability to work collaboratively and collegially as well as independently.
- Proficiency in Microsoft Office applications and Sales Force.
- Limited travel within the United States.
This is considered a remote position but will require in-person meetings and events.

PREFERRED QUALIFICATIONS:

- Minimum of 3 years' experience in direct personal major donor solicitation of individuals, corporations and/or foundations at the $10K+ level.

Benefits:

- Health, dental, life and disability insurance; 14% employer contribution to pension plan; generous paid time off.
- Sabbatical / Professional Development: Senior Staff Tier

EEOC Policy:

The Conference provides equal employment opportunities and does not discriminate in employment opportunities or practices on the basis of race, color, religion (except insofar as ordination or religious background may be a qualification for a position), sex, national origin, ancestry, age, disability, marital status, sexual orientation or preference, gender, gender identity or gender expression, pregnancy, genetic information, military status, or any other class or status protected by law.