



Children's Bereavement Center Job Description

Position:	Director of Philanthropy and Grants
Scheduled work hours:	Varies, including some evenings hours both in person and virtual
Status:	Full time salaried; exempt
Reports to:	Chief Executive Officer (CEO)
Location:	Must live in South Florida (Miami-Dade, Broward, Palm Beach)

The Director of Philanthropy and Strategic Partnerships is responsible for the development of all fundraising strategies to grow the base of philanthropic support through grants, foundations, individual and corporate donations, and annual appeals. Additionally, the Director is tasked with leading the organization's efforts to improve current operations through obtaining and evaluating information about industry and market trends, and new partnership and business opportunities. Their duties include participating in meetings with the CEO, board members and other senior team members.

Job Responsibilities:

1. Collaborates with the CEO, leadership team, and Board of Directors to create and implement an annual fundraising plan and annual impact report.
2. Writes grant applications and manages a portfolio of grant donors and prospects including completing all required reports, annual applications, and entering all information into Salesforce and Dropbox.
3. Works with the CEO & Office Manager to create the budget goals each fiscal year for fundraising and is responsible for meeting the minimum annual fundraising goal as specified in the CBC budget, including both renewable gifts and new incremental revenue.
4. Assists leadership volunteers (Board members and committee members) to identify, cultivate, solicit, and steward donors either directly or through linkage to the major gifts consultant when appropriate.
5. Cultivates, solicits and stewards support from donors, corporations, and foundations to meet annual fundraising goals.
6. Represents the CBC staff on the Fundraising Committee and works directly with the Fundraising Committee Chair quarterly prior to Board meetings to set a meeting date/time, create an agenda, and lead the meeting with the Chair.
7. Collaborates with the marketing/communications team members to develop a digital fundraising strategy.
8. Meets regularly with the Director of Community Outreach & Marketing and the Director of Programming and joins the Outreach Coordinator Meeting at least once a month.
9. Participates in financial development projects, including the planning of special events and securing sponsorships for CBC's annual fundraising events, Steps for Healing, CBC's Spring event, and Give Miami Day.



10. Research relevant projects, ventures, and other partnership opportunities for the organization to support the long-term vision.
11. Ensures any applicable metrics and performance pointers are in place in order to measure all progress across the organization.
12. Oversees development and cultivation of major gifts
13. Creates development materials such as grants, budgets, reports, and case statements.
14. May oversee and have responsibility for managing and developing staff members as the development team grows.
15. Creates monthly fundraising progress reports which is shared with the Board members.
16. Updates records in Salesforce following donor contacts via email, mail, online, or in-person contact.
17. Engages with donors to grow relationships at different community and CBC events in order to make connections and identify new prospects. This includes participating in conferences, CBC fundraising and programming events, and networking activities.
18. Assists CEO with preparing for the strategic planning process
19. Carries out any additional assignments required to fulfill the mission of the organization.

Qualifications:

- 2-5 years of experience in a development/fundraising role.
- Demonstrated results in meeting ambitious fundraising or sales goals and in developing external relationships.
- Marketing, public relations, and advocacy experience to effectively promote CBC and its mission.
- Superior communications (written and verbal) skills and proficiency in social media.
- Civic/philanthropic-minded person with established relationship networks in South Florida.
- Consistent data entry of all contacts, touchpoints, calls, emails and asks into donor database, Salesforce.
- Ability to work collaboratively with CEO, staff, volunteers, and Board of Directors.
- Highly motivated, action-oriented self-starter with strong organizational skills, especially time management, planning, and coordination.
- Ability to combine strategic, or “big picture” thinking, with tactical, or “on the ground,” thinking in order to accomplish key goals for an organization that is growing.
- Demonstrates a high level of integrity, professional maturity, and sound judgment.
- Availability to work outside of traditional business hours and to travel locally throughout South Florida.
- Knowledge of Microsoft Office Suite required. Knowledge of Salesforce, Dropbox, and iWave donor research software a plus.
- Bachelor’s degree required, graduate degree preferred, Certified Fund Raising Executive credentials is a plus.