



## **POSITION DESCRIPTION: DIRECTOR OF PRINCIPAL GIFTS**

### **Faith in the Future Foundation Overview**

Founded in 2012, Faith in the Future is an independent not-for-profit organization that manages a network of 17 high schools and four special education schools owned by the Archdiocese of Philadelphia, serving nearly 14,000 students across the five-county region. We also oversee the Office of Catholic Education, which supports all of the parish and regional elementary schools, serving another 45,000 children. The Foundation has raised over \$15 million over the past four years and invested the funds in the growth and sustainability of our schools. We have halted decades of declining enrollment and reversed the negative financial trend. We are now poised for organic growth and we are ready to make the next level of investments to ensure that every student in our school system receives an excellent Catholic education.

### **Director of Principal Gifts**

The Faith in the Future Foundation is seeking a strategic, innovative, and proactive Director of Principal Gifts to further enhance the fundraising capacity of the Foundation. The Director of Principal Gifts will be a sophisticated, high-energy individual with a passion for the mission of Catholic education and education reform. This person will work collaboratively to identify, cultivate, solicit and steward major and transformational gifts. The individual will have demonstrated expertise in developing major gift strategies, connecting donors to content, building key relationships and closing gifts. This position will report to the Foundation's Chief Development Officer.

### **Duties:**

- Actively manage a portfolio of 75-100 high-level individual and family foundation prospects securing six, seven, and eight-figure gifts.
- Work closely with the chief executive officer, chief development officer, the board of directors and the development committee to coordinate the identification, cultivation, solicitation, and stewardship of donors and prospects.
- Develop and document cultivation and solicitation strategies and proposals.
- Inspire donor candidates to make meaningful investments in Catholic education through Faith in the Future and develop long-standing donor relationships.
- Help build the principal gift pipeline, identify innovative fundraising opportunities and create engagement strategies that increase donor giving and retention.
- Ensure that donors in your portfolio are acknowledged, recognized, and stewarded in timely and meaningful ways.
- Provide timely, written reports on the outcomes of cultivation and solicitation activities, including follow up, contact reports, strategy updates and additions/revisions to Raiser's Edge
- Direct the prospect management procedures and protocols on coordinating cultivation and solicitation activities, calendaring plans, documenting strategies, reporting on results, and participating in regularly scheduled prospect management meetings. Meet or exceed annual financial and visit goals.

- Travel extensively around the Archdiocese and occasionally outside the region participating in major gift prospect and donor related activities such as cultivation events and face-to-face visits.
- Perform other duties as assigned by the Chief Development Officer.

**Required knowledge, skills, and abilities:**

- The ideal candidate will possess a strong affinity for Catholic education with the ability to serve as a compelling ambassador for the Faith in the Future Foundation. Proficiency and natural ability to take the complex subject matter and inspire funding.
- Ability to work independently and as a member of a team with a small but dedicated group of professionals in a startup environment
- Experience in and commitment to using computer-based donor relationship management systems (e.g., Raiser's Edge) in support of fundraising efforts.
- Personal characteristics associated with successful fundraising professionals, including a vigorous work ethic, sound judgment, impeccable integrity, demonstrated initiative, appropriate professional appearance, intellectual curiosity, personal and professional stamina, and the temperament to work effectively and productively with colleagues, donors, volunteers, etc.
- Excellent interpersonal skills, including the ability to communicate effectively and concisely (both in writing and orally) with multiple audiences; listens as well as gives advice; and respects others.
- Strong planning and organizational skills.
- A positive, enthusiastic attitude and proven success as a strong, diplomatic and collegial colleague
- Demonstrated ability to manage multiple projects and deadlines
- A broad knowledge of industry best practices, standard operating procedures, and new approaches to philanthropic giving

**Preferred education and experience:**

- Bachelor's degree required; advanced degree and/or record of continuing professional development preferred
- Eight years of demonstrated success in personally: building philanthropic relationships with high-net worth individuals; working closely and productively with volunteer and senior staff leadership; and identifying, cultivating, soliciting and closing leadership gifts
- A proven track record of developing successful individual fundraising strategies that expand the base, grow revenue, and strengthen existing donor relationships.
- Experience personally cultivating, soliciting, and stewarding gifts at the six-, seven-, and eight-figure level
- Experience managing a portfolio, working with donors and donor candidates and securing principal gifts.
- Demonstrated analytical and strategic fundraising skills with the ability to recognize short- and long- term opportunities.
- Extensive experience working closely and naturally with senior leaders, high-level volunteers, and high-net-worth individuals
- Excellent donor, prospect, volunteer and board communications/relations skills
- Ability to work independently and within a team environment.

Candidates interested in the Director of Principal Gifts position at **Faith in the Future Foundation** should send a cover letter describing their experiences, resume and salary requirements Jim Friend, Chief Development Officer, 550 American Avenue, Suite 300,

King of Prussia, PA 19406 or to [jfriend@faithinthefuture.com](mailto:jfriend@faithinthefuture.com) with the subject line: Director of Principal Gifts. **The deadline for application is August 31, 2016.**

Interviews will be granted to the most qualified applicants. Faith in the Future may waive qualifications relating to experience if such a waiver is warranted by other considerations.

For more information about Faith in the Future, please visit our website at [www.faithinthefuture.com](http://www.faithinthefuture.com). No phone calls, please.