



BIG BROTHERS BIG SISTERS OF VENTURA COUNTY
POSITION TITLE: DIRECTOR OF PHILANTHROPY – DONOR RELATIONSHIPS
FULL-TIME EMPLOYMENT OPPORTUNITY

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|--|-------------------------|------------------------|
| Compensation: \$90k -100k annually (DOE) | Overtime Status: | Department: |
| Benefits: 80% medical, 2 wks+ vacation | Exempt | Admin / Philanthropy |
| Location: Based in Camarillo, partial remote work opportunity | | Reports to: CEO |

POSITION DESCRIPTION

The Director of Philanthropy will be responsible for identifying and cultivating new opportunities for unrestricted donations, maintaining a portfolio of both corporate and individual donors. With a strong focus on relationship-building, strategic outreach, and innovative fundraising techniques, the Director of Philanthropy will advance BBSVC's mission and expand the agency's financial resources. This position will be driven by results, demonstrate understanding of and alignment with BBSVC's impact, and be committed to fostering long-term donor relationships.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Develop & Execute Fundraising Strategy:** Research, design, and implement a comprehensive strategy to raise new unrestricted donations along annual budget expectations - increasing this figure annually - by leveraging existing relationships and identifying untapped funding opportunities. Align efforts with the Board Philanthropy Committee.
- **Cultivate Donor Relationships:** Build and maintain relationships with high-net-worth individuals, corporate partners, and foundations. Engage potential donors through personalized outreach and ongoing communication, tracking 5-8 impactful stakeholder meetings weekly. Establish stewardship/retention of a strong and diversified donor base, ensuring long-term sustainability. Support the development of the President's Council to facilitate new participation, improved stewardship and retention, and improved stakeholder satisfaction. Maintain understanding and support development of Board Director pipeline.
- **Represent BBSVC in the community:** Enhance BBSVC's reputation and visibility among potential corporate/individual donors. Implement year-over-year strategies leading to scalable growth in fundraising revenue. Oversee and guide campaigns including individual appeals, corporate partnerships, and digital campaigns. Ensure alignment with mission and goals.
- **Track & Report Progress:** Provide regular progress reports on fundraising goals, donor activity and pipeline, and trends to the CEO and Board Philanthropy Committee. Availability to attend regular Board Meetings. Use data-driven insights to refine strategies and improve donor engagement. Oversee development of annual report and Philanthropy-related materials.
- **Team Collaboration & Management:** Work closely with the department and the Board Philanthropy Committee to ensure alignment of fundraising activities with overall organizational priorities. Collaborate with the executive team to identify opportunities for cross-department growth. Manage Philanthropy Associates and interns on smaller-scale fundraising efforts, fostering an internal philanthropic culture that uplifts agency values.

QUALIFICATIONS

This is a highly specialized role that requires a seasoned professional with a proven track record of fundraising success. The Director of Philanthropy will be expected to bring significant, measurable impact to the agency by generating a substantial increase in revenue. A successful and experienced candidate will develop and sustain appropriate stakeholder/client relationships based on philanthropy best practices, with an ability to learn and adapt to new (Salesforce-based) software quickly. This candidate will bring organization, structure, accountability, and discipline to the role in order to deliver results along a clearly-conveyed timeline.

- **Position Requirements (Non-Negotiable)**

- Bachelor's Degree in Nonprofit Management and/or Equivalent Experience
- Must be self-motivated, results-driven, and able to perform independently.
- Must work with a high degree of flexibility, accuracy, effectiveness, and attention to detail in a fast-paced environment with multiple deadlines and other pressures.
- Must be able to work with diverse populations in a trauma-informed capacity, respecting agency values of welcoming, justice, equity, diversity, and inclusion.
- Excellent written and verbal communication skills - in person, in text, and over the phone - demonstrating patience, positive customer service skills, and ability to communicate comfortably in a professional setting.
- Proficiency in Microsoft Suite (Word, Excel, Outlook), is required.
- Proficiency in data entry, data management, and tracking in client CRM.
- Respect and understanding of confidentiality.
- Criminal clearance
- Reliable transportation, adequate auto insurance, and a valid CA Driver's License

- **Other successful qualities include:**

- Fundraising Executive Certification or Credits (CFRE).
- Experience with Salesforce-based client management systems.
- Ability to collaborate with other agency staff at all levels.
- Demonstrated ability to organize complex materials, collect meaningful data and draw cohesive conclusions.
- Demonstrated ability to multitask.
- Understanding of donor-centric and community-centric fundraising practices.
- Spanish bilingual skills (reading, writing, and speaking)

- **Work Environment/Physical Requirements & Expectations**

- Routine office environment (or remote work environment)
- Regular travel to meet stakeholders across Ventura County; some out-of-area.
- Flexible work hours to meet client needs, including evenings and weekends

INTERESTED PARTIES MAY SEND THE FOLLOWING ITEMS TO DSELVAGGIO@BBSVC.ORG

- Resume & Cover Letter
- References
- Letter of Recommendation