

In addition to the job description, CCM operates under a new Strategic Framework, also attached.

To apply, please send a cover letter and resume to Executive Director, Crisis Control Ministry, 200 East Tenth Street, Winston-Salem, NC 27101 or email to [melliott@crisiscontrol.org](mailto:melliott@crisiscontrol.org) by **June 7, 2019**.

## Director of Philanthropy

### **Job Description**

**QUALIFICATIONS:** Demonstrated excellence in fund development with at least three to five years of campaign experience, relationship management, and cultivation of donors. Candidate must have experience setting strategy and leading teams to fulfill associated measureable outcomes and proficiency with working within a donor database. Candidate must have demonstrated success in personally cultivating, soliciting, and stewarding annual and major gifts and experience in executing a target-focused philanthropy plan. Candidate must have excellent oral and written communication skills and experience managing multiple projects/deadlines simultaneously. Bachelor's degree preferred.

**JOB SUMMARY:** Fostering a culture of philanthropy within the organization, the Director of Philanthropy plans, coordinates, and assures implementation of strategies to develop donors and contributions to support the organization. The Director also assures development and maintenance of appropriate systems including donor management, research and cultivation, and gift processing and recognition.

**HOURS OF WORK:** Full-time

**CLASSIFICATION  
OF EMPLOYMENT:** Exempt

**SUPERVISED BY:** Executive Director

### **RESPONSIBILITIES**

#### **I. Fund Development**

- A. Recommends short and long-range fund development plans and programs that support the organization's values, mission and general objectives.
- B. Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and volunteers.
- C. Helps establish performance measures, monitors results and evaluates the effectiveness of the organization's fund development program.
- D. Assures development and writing of foundation, corporate and government request proposals, solicitation materials, newsletters and other communications vehicles.
- E. Appropriately represents the institution to donors, prospects, volunteers, media and the general public.
- F. Develops an annual plan to coordinate all crucial philanthropic initiatives.
- G. Assures the development and execution of the organization's branding and communications strategy.

**II. Donor Relations and Recognition**

- A. Develops, maintains and strengthens relationships with partners, donors and volunteers. Assures maintenance of accurate donor records, gift management systems, and information reports.
- B. Assures design and implementation of acknowledgment and recognition programs.
- C. Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct.

**III. Key Partnerships**

- A. Partners frequently with Board of Directors, Foundations, Church bodies, Individual and corporate donors and other community members.

**IV. Staff and Committee Role**

- A. Supervise the Special Events & Marketing Coordinator and Community Relations Associate.
- B. Primary staff liaison to the Philanthropy Committee.
- C. Plan, organize, and implement meetings and follow-up activities.

**V. Proposal Writing/Prospect Research/Planned Giving**

- A. Conduct prospect research and coordinate outreach to prospective donors.
- B. Identify foundation prospects for cultivation and solicitation.
- C. Create and write grant proposals, funding reports, letters, and other correspondence.
- D. Create and implement a coordinated planned-giving program for the ministry.

**VI. Other responsibilities**

- A. Represents the agency at public and media events.
- B. Participate on Board committees as needed.
- C. Plan and coordinate with other staff (Volunteers, PR, Operations, Food Pantry) all Dixie Classic Fair operations for the "Food Drive Day".
- D. Participate in volunteer engagement by encouraging prospective and current volunteers, showing appreciation to our volunteers, and holding our volunteers accountable.
- E. Perform other duties as assigned.



## Operating Strategic Framework

**The Challenge:** People experiencing financial crisis often receive temporary assistance. But far less often do those in chronic situations receive the kind of individualized, holistic attention necessary to address their particular circumstances. Differences in cultural norms between service providers and receivers complicate matters. Experience has shown the greatest progress is achieved when a genuine human relationship can be established with those seeking help. This is the essential bridge to a better life for everyone.

**What We Want to Avoid:** We are against claiming to have all the answers, one size fits all solutions, superficial answers to hard life questions, and thoughtless referrals. We oppose bureaucratic behaviors, demeaning stereotyping, and the “them” mentality. We are against cold spirited, rule driven, change resistant, negative thinking, and soulless institutions.

**What We Seek to Be:** People who embrace “Person-Centered Relationships” as our predominant strategy for helping the people who come to us for emergency assistance. We also want to encourage and work cooperatively with other service providers to embrace this same strategy.

**Our Core Purpose (What Drives Us):** We believe “Person-Centered Relationships” produce far better outcomes. By “Person-Centered,” we mean relationships that are human, genuine, tailored to individual circumstances, and “full of truth and grace.” We want to be part of a core group of providers, working together, using *Bridges Out of Poverty* learning, to improve outcomes for people in financial stress.

**Who We Are, What We Do:** Crisis Control Ministry is a Christian-based organization that provides emergency funds, prescriptions, food and essential life skills education to people in urgent need. Help is provided in a spirit that radiates compassion, unflinching positive regard, and helpful individualized encouragement and guidance.

**Our Core Belief:** Everything we seek to accomplish depends on building genuine human relationships in *everything* we do.

### Our Unifying Principles

(The Qualities that Support Our Vision, Core Purpose, and Mission; How We Choose to Live and Work; The Principles That Guide Our Decision Making; What Unites Us)

- **Love:** Seek the highest good for those who seek our help and for those who provide it. Love is the energy that creates human connection and perfectly balanced truth and grace.
- **Stewardship:** Demonstrate total competency and integrity in the wise use of the resources entrusted to us.
- **Listening:** Be open, receptive, and curious. Listen to understand. Be a safe place for people to be heard.
- **Grace:** Understand the sacred nature of our work. Demonstrate a spirit of compassion and reverence toward those who seek our help.
- **Truth:** Be well informed in the truth and realities of poverty, the facts, best research and best practices. Speak truth to clients in ways it can be received and applied. Clarify expectations. Keep promises.
- **Collaboration:** Be a participant in an ongoing collaboration between community resources who share a commitment to “Person-Centered Relationships” and seek ways to function together seamlessly around individual client needs.
- **Better Lives:** Be the ultimate fruit of all we do.