

Position: Senior Director of Philanthropy

Reports to: President and CEO

Hours: Full time

THE ORGANIZATION

Book Trust's mission is to help elementary school children with little or no access to books fall in love with reading and become lifelong learners. With Book Trust, students learn the power of choice and pride of ownership, motivating them to succeed. Book Trust believes that when children have access to books, we create a world in which literacy removes barriers and provides children the tools to navigate life successfully, bridging the opportunity gap. In the 2018-2019 school year, Book Trust is poised to provide 1 million+ books to 57,000 underserved students. We collaborate with Scholastic Publishing, School Districts, and School Teachers to deliver our program in 21 states across the country.

POSITION SUMMARY

The Senior Director of Philanthropy is a position on the Development Team and is responsible for leading all aspects of development and communications strategies for Book Trust. As part of the management team, the Senior Director of Philanthropy participates in setting the development strategy, budget and collaborates on the comprehensive funding and communications direction of the organization. The Senior Director of Philanthropy develops and maintains relationships in the community (locally and nationally) on behalf of Book Trust. Fundraising responsibilities include grant development, writing and reporting, leadership in messaging for annual financial appeals/campaigns, and partnering with the CEO to fully execute donor, and board cultivation strategies, including events. Communication responsibilities include managing organizational communications including annual reports, newsletters, webpage design/content, media relations, and social media.

RESPONSIBILITIES

- Increase organization's resource development capacity, resulting in a broadening of the organization's base of support, diversification of revenue streams and an increase in targeted revenue streams.
- Implement all fundraising plans for annual giving, planned and legacy giving, special events and projects, along with other solicitations for support/contributed income.
- Oversee the development of all written proposals for funding, including individuals, corporations, foundations, and governmental entities, as well as civic and social funders.
- A specific area of accountability and focus is major gift fundraising in partnership with the President and CEO.
- Supervise and lead the development team, monitor and report on team's progress to ensure all financials goals are achieved.
- Maintain a broad and deep knowledge of current best practices, rules, policies, guidelines and procedures related to fund development activities, and ensure that development office conduct, activities, systems, and procedures are consistent with Book Trust mission and values.

- Work with Finance and Program staff as necessary to ensure that all reporting requirements are met.
- Oversee fund development office systems and procedures to support all development projects and operations – including but not limited to: supervision of donor and gift record keeping, coordination of prospect research activities, oversight of database management and all records, files and gift processing, as well as oversight of pledge reminders and acknowledgement processes.
- Support and manage all event fundraising activities on behalf of the organization.
- Oversee communications function as it relates to resource development.
- Oversee the production of all fund development related publications and collateral, including (but not limited to) direct mail campaigns, electronic and print newsletters and other communications, the Annual Report, and website content to support Book Trust fundraising goals and activities.
- Create and implement communication and promotional plans for campaigns and appeals, including (but not limited to) annual campaigns.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in nonprofit management, business administration, communications or related field.
- A minimum of seven years management experience and demonstrated success in fundraising and/or equivalent combination of education, training and experience.
- Demonstrates a passion for the organization's mission.
- Leadership level experience in strategic and tactical planning.
- Knowledge of and experience with not-for-profit revenue streams, philanthropic contributions, including corporate and government funding.
- Excellent organizational skills and detail-oriented focus.
- Ability to work nights and weekends for events as needed.
- Ability to travel up to 25% as needed.
- Professional and mature demeanor with strong ethical standards and ability to adapt to change.
- An effective and open communicator, with high-level oral and writing skills.
- A sense of humor and ability to work collaboratively in a team environment.
- Knowledge of relationship databases are a plus, particularly DPO.

WHAT WE OFFER

- A competitive benefits package.
- A collaborative work environment in a growing organization and the opportunity to make an impact in the education and nonprofit sectors.

TO APPLY

Interested candidates should send a cover letter and resume to the organization's President and CEO, Tiffany R. Kuehner: jobs@booktrust.org by **Friday, January 4, 2019**. Please refer to the Sr. Director of Philanthropy role in the Subject Line.

Book Trust is an equal opportunity employer.