

Position Announcement

Associate Director of Philanthropy

Promises2Kids

San Diego, California



Reports To

Director of Philanthropic Operations

Organization Profile

Located in San Diego, California, Promises2Kids is a leading nonprofit organization originally founded 40 years ago as the Child Abuse Prevention Foundation of San Diego County. Since 1981, Promises2Kids has responded to the needs of foster children and provided support to children removed from their home due to abuse and neglect.

Promises2Kids annually provides over 3,000 current and former foster youth in San Diego County with the tools, opportunities, and guidance they need to address the circumstances that brought them into foster care, overcome the difficulties of



their past, and grow into healthy, happy and successful adults. Promises2Kids supports these children through our four core programs: Polinsky Children's Center, Camp Connect, Guardian Scholars and Foster Funds.

Promises2Kids is fully funded through philanthropy and over our 40-year history, Promises2Kids has accomplished the following:

- 85% of Promises2Kids Guardian Scholars complete higher education compared to 11% of foster youth who graduate college nationally.
- 60,000+ children have been cared for since 1994 at the Polinsky Children's Center.
- Each year, 100+ brothers and sisters are reunited through Camp Connect.

Position Summary

The Associate Director of Philanthropy (ADP) will manage key members of the Philanthropy Department, managing them effectively to meet or exceed revenue goals in areas including individual giving, corporate philanthropy, and special events. The Associate Director of Philanthropy will manage a portfolio of Foundation relationships, with the goal of identifying new Foundation giving opportunities and growing current Foundation relationships towards higher solicitations. The Associate Director will work closely with the Director of Philanthropic Operations (DPO) to ensure all fundraising related special events meet or exceed revenue goals. Responsibilities will include planning and executing Promises2Kids special events and providing strategic support to the annual Dream On Concert Gala. The ADP will work collaboratively with members of the Programs Department and Marketing & Communications team to ensure that funders are invited to stewardship events and fundraising initiatives are properly communicated to the external community. This position will require attendance at events throughout the community and a willingness to represent the organization publicly.



Specific Responsibilities

- Manage and support the success of the Annual Fund Manager, Corporate Relations Manager, Events Assistant, and Development Assistant towards meeting or exceeding fundraising goals.
- Plan, implement, and monitor Foundation relationship strategies and activities to generate financial support and raise the visibility of Promises2Kids among community partners.
- Develop materials and draft content for Foundation donor updates, proposals, and reports, as well as assist with copy editing.
- Contribute to the development of the annual plans for each stream of revenue (monthly giving annual fund, web-based donations, grants, special events, community partnerships, major gifts) and marketing initiatives to support these efforts.
- Liaise regularly with Programs and Marketing colleagues to generate content to convey impact to Foundation donors.
- Oversee community campaign activities and events, such as the direct mail appeal program and Wine Auction.
- Assist in developing fundraising training sessions for Promises2Kids staff.
- Provide outstanding customer service and support to donors, volunteers, staff and other community contacts.
- Report on performance toward yearly goals to our DPO and CEO.
- Help develop the fundraising strategy in collaboration with our DPO and CEO.
- Represent Promises2Kids at events and community activities.
- Other duties as assigned.

Qualifications

Qualities and experiences that ideal candidates should display include:

- Bachelor's degree (Business, Communications, Marketing preferred) or equivalent experience.
- At least four years fundraising experience and one year management experience.

- Passion and commitment to our mission of supporting foster children-Required.
- Ability to connect and engage with San Diego Foundations.
- Experience with community relations.
- Successful track record of managing a team.
- Outstanding oral, written and interpersonal communications skills.
- Excellent organizational, time management, multi-tasking, and planning skills.
- Willingness to jump in and assist colleagues with a variety of tasks across the organization.
- Metrics driven and willing to propose countermeasures in underperforming areas.
- Work evening and weekends as required for donor events.
- Must be able to successfully pass the child abuse clearance, fingerprinting, and background check.
- Must possess reliable personal transportation and meet insurance requirements.
- Significant experience and proficiency in computer skills including the entire MS Office Suite is desirable.
- Experience with fundraising software programs, Salesforce a plus, and proficiency with prospect research tools.
- Ability to work independently, demonstrate initiative, and to complete and report on assignments.
- Demonstrate attention to detail with the ability to remain oriented to the “big picture”.
- Ability to work under pressure, set priorities and meet deadlines.
- This person must have the ability to work with a variety of people and represent Promises2Kids in a positive and professional manner to all staff, visitors, donors and the community.

Memorandum

The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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