

Position Announcement

Director of Development

Partners in Care Foundation

San Fernando, California



Reports To

Vice President of Development

Organization Profile

Headquartered in San Fernando, California, the Partners in Care Foundation (PICF) collaborates with innovative healthcare and social service organizations, educational institutions and funders to develop projects and models of care that achieve high impact in changing the way services are delivered. Through developing collaboratives, technical assistance and direct services, we help communities and organizations to improve the delivery of home and community-based services to meet the needs of the chronically ill. Partners in Care positively seeks to change health care systems, change communities and change lives of those we serve.

Partners in Care Foundation requires ongoing and sustainable

funding through public and private foundations, individuals, corporations, as well as several direct service safety net programs to address the current gaps in access to needed home and community-based services for those in crisis.



**Position
Summary**

Working in concert with the Vice President of Development, the Director of Development will oversee and coordinate the major gift program. Through authentic cultivation and stewardship, the Director of Development will be responsible for continuing to build the donor pipeline. This will include involvement in the annual giving program, researching donor profiles, qualifying donors, utilizing and updating Raiser's Edge, and matching interests to specific programs within Partners in Care.

This position will be responsible for effectively building and managing a major donor portfolio, leveraging the annual tribute dinner and identifying, cultivating and soliciting gifts from individual and corporate donors. The Director of Development will be responsible for fostering a culture of philanthropy internally and externally. This position will be a key player in increasing philanthropic revenue. By maintaining secure, positive relationships with current and prospective donors, the Director of Development will help build programs and processes needed for a sustainable fundraising program. This position will also work closely with the communications/public relations team to incorporate philanthropy related messaging through appropriate channels.

Specific Responsibilities

- Work closely with Vice President on development strategies.
- Increase pipeline of major gift donors.
- Implement moves management and escort donors through the giving cycle.
- Build and manage a major gift portfolio.
- Oversee annual giving program.
- Establish authentic and genuine relationships with PICF stakeholders.
- Qualify, cultivate and solicit donors.
- Steward donors as appropriate.
- Effectively utilize the “corporate matching fund” program.
- Assemble prospect research relevant to donor histories, abilities and conversations.
- Identify opportunities that have aligned focus.
- Update donor files relative to moves management, priorities and notes.
- Prioritize donor acquisition and donor renewal.
- Utilize social media to elevate fundraising.
- Oversee online donation processes.
- Be a key partner in maximizing sponsorships and opportunities related to the annual tribute dinner.

Qualifications

Qualities and experiences that ideal candidates should display include:

- Minimum of five years of experience in non-profit development.
- Demonstrated record of fundraising success.
- Understanding of the fundamentals of moves management and fundraising skills, identification, qualification, cultivation, solicitation and stewardship.
- Self-motivated and able to demonstrate individual initiative.
- Ability to effectively manage multiple priorities simultaneously.
- Ability to articulate the many components of the PICF’s development program.
- Experience working with donor databases and development software.
- Planned Giving knowledge.
- Highly organized and creativity with regard to fund

development activities.

- Strong communication skills, both oral and written.
- Possess high work standards and proven track record in meeting or exceeding stated goals.
- Ability to build trust through authentic relationships.
- Firm commitment to high integrity and high ethical standards.
- Professional presence and ability to perform under pressure.
- A bachelor's degree in related field required.

Memorandum

Partners in Care Foundation is an equal opportunity employer. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race (including hair texture and protective hairstyles, such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation, pregnancy (including childbirth, lactation/breastfeeding, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics, as well as those of family members), veteran status, uniformed service member status, gender, gender identity, gender expression, transgender status, arrest or conviction record, domestic violence victim status, credit history, unemployment status, caregiver status, sexual and reproductive health decisions, salary history or any other status protected by federal, state, or local laws. All qualified applicants will receive consideration for employment and reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the position.

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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