

Partners Inland Northwest Job Description

TITLE:	Director of Philanthropy and Communications
REPORTS TO:	CEO
HOURS:	Full time (rare evenings or weekends)
FLSA Status:	Exempt (administrative exemption)
SALARY:	Competitive, DOE
BENEFITS:	Flexible schedule, some remote possible Generous PTO, 240 hours per year Eleven paid holidays Health care premium reimbursements, up to \$700/month Retirement account with 3% employer match

[Full details of benefits in PINW Employee Handbook]

About Us

Did you know Partners Inland Northwest is the largest food pantry in the county serving more households than any other agency? With a static food bank, mobile food bank, a senior food program, and a weekend student food program, we assist an average of 15,000 people per month. Partners is also the lead agency for the Spokane County emergency food pantry network, managing several WSDA countywide programs. But we are more than just a food bank. In addition to our vast hunger relief programs, Partners is also the largest free clothing bank and the only regional diaper bank, which serves all of eastern Washington and northern Idaho. Other programs include emergency / utility assistance, referral services, and seasonal programs. The Partners campus is a consolidated resource center that hosts other community service organizations; some are embedded, and others schedule their services periodically.

Our mission is to feed, clothe, and empower our neighbors.

Our vision is to be a leader in building a future where every person has access to life's essentials.

Summary

Do you want to make a significant impact, increase food security, and prevent poverty in your community with dynamic growth and exciting campaign initiatives? Are you interested in reinforcing a strong culture of relationship, stewardship, service, and kindness? Partners Inland Northwest is seeking a Director of Philanthropy and Communications. This leadership role creates, oversees and implements a strategic approach to sustainability through fundraising, including solicitation of major gifts, corporate donations, individual donations, and the oversight of fundraising events. In addition to fundraising activities this role oversees communication priorities including marketing, media relations, website management, and social media. The director supervises a growing philanthropy team and serves on the senior leadership team for Partners INW.

Required Qualifications:

Education

- A relevant four-year degree

Experience

- A minimum of five years of supervisory experience
- A minimum of seven years in nonprofit fundraising
- Developing major gifts and corporate partnerships
- Creating internal and external communication strategies
- Soliciting volunteers and in-kind support
- Planning and execution of fundraising events
- Fundraising management tools including peer to peer campaigns
- Federal and State regulations affecting charities
- Fundraising event innovation
- Ability to recognize messaging gaps & determine appropriate marketing plans
- Mechanisms to generate volunteer resources
- Social media management
- Strong writing abilities
- Media relations
- Proficiency in Microsoft Office, ability to analyze and implement new software

Preferred Qualifications:

Experience

- Basic website content management - WIX experience a plus
- Basic graphics experience for campaigns, social media, and print publications – Adobe Creative Suite and Canva
- Planned giving experience
- Capital campaign experience
- Grant writing experience

Primary Duties and Responsibilities

Plan, execute, and measure philanthropy activities

- Collaborate with the CEO to create a philanthropy plan which maximizes revenue to support the mission of Partners Inland Northwest.
- Implement the philanthropy plans in accordance with ethical fundraising principles.
- Assist the CEO in the establishment of attainable budgets that meet organizational mission requirements.
- Monitor and evaluate all fundraising activities to ensure that the goals are met.
- Work with the Director of Finance to analyze fundraising outcomes, gaps, trends, and to evaluate strategies for revenue growth and sustainability.
- Assist CEO and Board of Directors to plan for the growth of the philanthropy team to support long term organizational growth.
- Supervise, train, evaluate, and empower the philanthropy team to enhance individual strengths and to optimize both individual and group outcomes.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are executed in a timely manner.

- Oversee the planning and execution of the annual fundraising events.
- Identify and develop corporate, community, and individual donor prospects for Partners Inland Northwest's fundraising priorities.
- Schedule donor engagements and conduct direct gift solicitations.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Oversee and coordinate in-kind donation campaigns in partnership with program teams.
- Prepare and submit some grant applications as outlined in the philanthropy plan.
- Develop and lead on committees to achieve philanthropy goals.
- Assist the CEO and Board of Directors with the successful performance of the Consolidated Resource Center capital campaign.
- Co-chair of the Capital Campaign Committee.

Promote Partners Inland Northwest

- Foster understanding of philanthropy within PINW and our service area.
- Represent the interests of the donors within the organization.
- Develop a comprehensive communication plan to promote PINW to donors.
- Maximize public awareness of PINW fundraising activities.
- Coordinate the design, printing and distribution of marketing and communication materials including blogs, newsletters, and annual reports.
- Issue press releases and manage media relations as necessary.
- Build and maintain positive and effective relationships with community stakeholders to advance the mission and image of Partners Inland Northwest.
- Be a leader in building and maintaining PINW's desired corporate culture.

Work Attributes

- **Creativity/Innovation:** Ability to develop new and unique ways to improve the finances of Partners Inland Northwest.
- **Ethical Behavior:** Ensure that all fundraising efforts are conducted in a manner consistent with the policies and values of Partners Inland Northwest as well as local, state, and federal laws.
- **People Skills:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of Partners Inland Northwest.
- **Communication Skills:** Speak and write in a clear and professional manner using appropriate and effective communication tools and techniques.
- **Customer Orientation:** Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations of Partners Inland Northwest.
- **Team Membership:** Work cooperatively and effectively with other staff and volunteers to set goals, resolve problems, and make decisions that enhance the effectiveness of Partners Inland Northwest.
- **Leadership:** Positively influence others to achieve results that are in the best interest of Partners Inland Northwest.
- **Decisions Making:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of Partners Inland Northwest.
- **Organizational Skills:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, and activities.