

Director of Philanthropy

Advancement

Position Description

Primary Supervisor: Senior Director of Philanthropy

Status: Full-time / Exempt

Location: National (non-NSC)

To advance the purpose of InterVarsity, this position will work in partnership with ministry leaders and qualified philanthropists to secure funding for national priorities and territorial/regional priorities as they align with national priorities.

MAJOR RESPONSIBILITIES:

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- Be a lifelong learner who prizes the discipleship of the mind and remains current on fundraising principles and practices. Also, become familiar with and conversant in current topics and concerns within church denominations that impact InterVarsity's donors.
- Work to remain current on the the work of InterVarsity on college campuses in Collegiate Ministries and Graduate and Faculty Ministries.

Major gift fundraising: 45%. Engage donors and prospects who have the capacity to make significant gifts to support and transform InterVarsity and help them accomplish their philanthropic goals.

List Management

- Be assigned a dynamic list of 100 to 125 qualified and potential prospects and donors who could give at least \$25,000 or more.
- Qualify donors' and prospects' philanthropic desire, financial capacity and inclination to give to InterVarsity. Continuously determine who to move forward through moves management and who to remove from the assigned list. Suggest appropriate reassignment as indicated by your discovery meeting/s.
- Identify top prospects based on financial capacity and readiness to give:
 - Focus on the top 5 to 10 who are ready and most likely to give to InterVarsity.
 - Maintain another 25+ donor families or foundations in the pipeline to be asked in the next three to nine months.
 - Consistently manage the list to maximize donors' and prospects' gift potential and the Director of Philanthropy's effective use of time.
- Network to identify new major gift prospects who have characteristics of InterVarsity's major donors and established practices.

Planning, Metrics and Donor Visits

- In cooperation with the Senior Director of Philanthropy, complete an annual plan, including standardized metrics and individual metrics based on the maturity of your list and the previous fundraising work completed with assigned donors.
 - Standard metrics include
 - eight to twelve face to face visits per month,
 - written cultivation strategies for the top ten donors on the list,
 - a commitment to partner with senior leaders and key colleagues. For example, every Director of Philanthropy needs to partner with a Planned Giving Officer to help close estate and planned gifts visiting prospects together at least four times a year,
 - Support the President, Executive Vice Presidents and other senior leaders by preparing written standardized briefings for each donor/prospect you will see together.
 - Inform the donor/prospect family or foundation the purpose of your visit in advance and in writing.
 - Individual metrics include
 - a fundraising goal for the list,

- the number of proposals presented to donors/prospects,
 - the number of proposals closed successfully,
 - the number of proposals not closed successfully
 - and other helpful metrics as necessary.
- Meet donors' stewardship objectives with a servant's heart
 - Work with Development Communications Staff for specialized stewardship letters from the President and other appropriate leaders. Prepare your own thank you note after donor/prospect visits and other appropriate times.

Donor Visit Preparation and Follow-up: 45%

- Know and effectively communicate InterVarsity's ethos, vision, mission, and funding priorities
- Read research provided and complete your own research; including talking with staff who know or are supported by the major gift donor/prospect.
- Inform campus staff in advance when you are meeting with donors who provide staff support. Become informed about what is happening on the campus they support.
- Review and learn important information in donors' electronic file. Be familiar with gift history and area/s supported. Be prepared to provide an update on recent major donor's gifts. Start and continue relationships with good stewardship.
- Prepare an outline of what you want to accomplish in your meeting, including what questions you may ask, and the outcomes you expect that will inform your next step/s.
- Write a meeting report for InterVarsity's donor database. Include critical information you discovered and next steps to be taken to advance the donor's relationship with and engagement in InterVarsity.
- Learn what is necessary to answer any question/s the donor has or to visit again with information the donor needs to consider a gift.
- Prepare a cultivation plan for donor asks that will occur in the next three to six months.
- Prepare emails, letters and notes for phone calls to be used by the President and Executive Vice President with donors/prospects on your list.
- Work with InterVarsity's Grant Writer and the appropriate project or department leader to prepare or support the preparation of written proposals for donors
- Present InterVarsity's major donors with a written proposal requesting a specific gift amount.

Team Meetings, Training, Video Call Meetings, and IVCF National Conferences and Events: 10%

- Participate in team meetings and/or conference calls that are strategically necessary to the accomplishment of the Director of Philanthropy's plan
- Establish and maintain effective, trusting, and collaborative relationships with employees at all levels of InterVarsity.
- Provide expertise when asked about the Director of Philanthropy's role and responsibilities. Be an ambassador and expert helping others understand the opportunities for partnership and the boundaries of the job.
- In cooperation with your supervisor and the National Director of Major Gift Engagement, identify appropriate growth opportunities (training, conferences, coaching, etc.) and never stop learning and growing your skills, spiritual depth, and maturity.

Administration:

- Work within InterVarsity's policies and procedures
- Be mindful of InterVarsity's and your budget
- Carry out additional administrative work as requested

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree required; advanced degree preferred
- The candidate shows the skills and experience of a major gift officer, is familiar with moves management strategies and practices and has applied them with major donors.
- The candidate is able to work in and respect InterVarsity's culture and staff while also living in and respecting the culture of major donors.

- Significant major donor fund development experience with a minimum of 5-7 years of transferable professional experience. Familiarity with moves management.
- Passionate about InterVarsity's mission to be a redeeming influence in higher education
- Experience with InterVarsity's ministry on campus preferred
- Self-starter/takes initiative
- Demonstrate a quality of spiritual life that is an example to others
- Possess a strong work ethic and an ability to work independently and solve problems
- Comfortable in asking for specific gifts; ability to plan for objections and determine next steps for successfully closing a gift.
- Ability to evaluate why and when to remove a prospective donor from an assigned list.
- Demonstrate highest degree of integrity, professionalism, and spiritual maturity
- Excellent oral, written, and presentation skills
- Demonstrated ability and commitment to work in a diverse team environment
- Capable of effective collaboration in a highly complex organization
- Willingness to raise personal support as agreed upon with supervisor
- Ability to manage positional budget and expenses
- Proficiency in the use of Microsoft Office Suite, InterVarsity's website and database system, Google and other websites that may increase your knowledge of donors/prospects
- Ability and desire to travel.

Director of Philanthropy InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)