



JOB DESCRIPTION

JOB TITLE: Senior Director, Philanthropy and Communications

STATUS: Exempt

DEPARTMENT: Resource Development

SUPERVISOR: CEO

FTE: 1.0

Salary Grade: 111

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and built skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary:

Reporting to the Chief Executive Officer (CEO), the Senior Director, Philanthropy and Communications serves as a core member of the Solid Ground Senior Leadership Team. This position is responsible for all aspects of philanthropy and both internal and external communications, including marketing and growing fundraising revenue, as well as the implementation of a philanthropic strategic communications to fuel Solid Ground's mission to end poverty and eliminate racism and other oppressions.

Specific areas of leadership and management oversight include: developing an annual, strategic revenue and fundraising plan; relationship-building, prospecting, cultivating, and stewarding key donors and funders; advocating at the local, regional and national levels for program funding and services; supporting the annual fund and major gift solicitation; corporate and foundation relations; special events; planning for major capital gifts; and providing the vision for both the strategic and day-to-day communication efforts, ensuring that practices are rooted in a community-centered, anti-racism approach.

This position has 3 direct reports including one Director-level report and annual fundraising goal of \$3.3M. To keep up with program operations, fundraising should be expected to increase year-over-year by at least 1%.

Key Responsibilities, Duties & Tasks:

Strategic Leadership

- Partner with the Solid Ground Senior Leadership Team to establish a strategic vision and guiding philosophy that leads the organization into the future through organizational fundraising design, culture, innovation, process improvement, and strong financial and program oversight.
- Develop, implement, and maintain an effective centralized fundraising and marketing/communications strategy, including practices, processes, plans, and programs that deliver effective public funding and other campaigns, foundation and corporate grants, a major gift program, and planned giving and capital development, resulting in the achievement of the agency's mission, vision, values and goals.
- Develop, implement, and maintain effective internal and external communications strategies, including print, social media, and other digital media in conjunction with Communications and Programs teams.
- Evaluate the effect of internal and external influences on Solid Ground's fund development and communication effectiveness, recommending short- and long-range plans and programs that support the agency's mission, vision, values, and goals.
- Provide leadership, vision, and direction to increase, diversify, and sustain Solid Ground's donor base.
- Provide inputs, as experience dictates, on new program ideas and pilot projects, including integrating successful pilots into the Agency's ongoing programs and operations.

Operations and Systems

- Accountable for the overall results, outcomes and performance of the Philanthropy and Communications Department including the successful launch of the social justice salon fundraising event series and building community event.
- Direct the management of the Philanthropy and Community Engagement Department, ensuring that the work performed by staff, colleagues, participants, and the community results in increased funding and effective, ongoing communications that support the agency's mission, vision, values and goals.
- Lead the coordination, implementation and integration of Agency funding needs, promoting collaborative, agency-wide relationships between departments, programs, and activities, ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.
- Collaborate with other Senior Leadership Team members on an assessment process to determine the feasibility and sustainability of programs, leading to more effective and efficient service delivery
- Ensure funding and communications partnerships are aligned with the organization's strategic plan, mission, vision, values and goals.

Financial

- Operate all lines of services and activities to meet budget expectations, ensuring compliance with relevant laws and regulations.
- Participate in the budget development process, maintaining ongoing fiscal responsibility.
- Participate in the budget development process and maintain a high level of fiscal responsibility including quarterly forecasts and real time adjustments to finances.
- Contribute to the evaluation of and adjustments to the Agency's sustainable business model from a financial development perspective.
- Support team in responding to government and program requests for proposals (RFP) and applications (RFA) in partnership with Development staff; coordinates planning and activities necessary for the development of model program designs in response to RFPs and RFAs.
- Support funding development efforts through the promotion and execution of Solid Ground's annual fundraising event, partnering with the CEO to steward funding relationships.

Staff Development

- Directly manage Solid Ground's Philanthropy and Communications leadership team (*Giving Manager, Director of Marketing & Communications, Grants and Contracts Manager*).
- Supervise the hiring, training, evaluation, and development of the Philanthropy and Community Engagement staff, interns, and volunteers to support the agency's mission, vision, values and goals.
- Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort.
- Provide mentorship to directors, managers, and other team members, supporting their development and progress toward engagement in sustainable fundraising efforts.
- Provide regular feedback to directors, managers, and supervisors toward the goal of continuous improvement of their supervision, management, and leadership skills.

Outreach/Advocacy

- Support equity and social justice process improvement to accomplish the agency's vision, mission, and values.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism, trauma informed engagement, and building cultural competency.
- Strengthen partnerships between the public, affiliate organizations and/or business partners.
- Stay current with social justice trends and events to shape enticing programs for clients and staff.

Compliance

- Ensure that all department programs and activities adhere to applicable laws and regulations and the mission, vision, values, and goals of Solid Ground.
- Ensures contract details/nuances are followed.

Other Duties

- Serve as primary staff liaison to the Development Committee of the Board of Directors and other key internal and external committees, facilitating effective interactions between management, stakeholders and volunteers.
- Present to various Committees, Elected Officials, Funders, Stakeholders, Board of Directors, and the CEO, as requested.
- Other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires the following:

- Seven to ten years of experience in fundraising/development, community engagement, and/or communication, including five years in a senior management position with responsibility for public sector or non-profit fundraising, grant writing, events management, communications, and public relations.

Minimum Qualifications:

- Demonstrated proficiency in the development and implementation of communications strategies, including social media and other digital and print media.
- Expert knowledge of the funding landscape, including the movement for community-centered fundraising
- Demonstrated results in the accomplishment of challenging short- and long-term fundraising goals.
- Demonstrated experience in business development and cultivating a portfolio of new and existing relationships to drive revenue.
- Demonstrated experience using fundraising and donor management software as part of an integrated systems approach to track relationships, track moves management, assign tasks, track ROI, forecast results and create reports.
- Demonstrated experience in research and best practices regarding organizational analytics, including development of outcomes measurements such as dashboard metrics, quality improvement on deliverables and balanced scorecards.

Preferred Qualifications:

- Demonstrated business development experience, cultivating portfolios of new and existing relationships to drive funding.
- Expert interpersonal and public communication skills, along with the ability to design and facilitate small and large group meetings, discussions, and digital media effectively.
- Ability to analyze complex problems and make sound recommendations for solutions and prepare working procedures.
- Proven track record of managing information effectively, providing staff with perspective and direction to accomplish goals.

- Strong relationship building with the ability to find common ground, build consensus and strengthen collaboration among diverse groups of stakeholders.
- Excellent conflict resolution skills and comfort in engaging in courageous conversations about equity, race, social services, and program development/purpose.
- Demonstrated passion and track record of successful action towards anti-racism and social justice, preferably in the social sector.
- Demonstrated proficiency in serving low-income communities or a demonstrated interest in issues affecting low-income communities
- Demonstrated experience in working with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, abilities and barriers, and of all ages.

Physical Demands/Working Conditions:

This position works in an office setting, performing general office duties. Employees spend 80% of the time on the computer, 20% of the time interacting with staff/clients. Hybrid work options available. Work outside one's worksite includes attending meetings/driving to meetings at Solid Ground program sites and with partners and external stakeholders. Position requires the employee to lift/carry up to 20 pounds (rarely), 5-10 pounds occasionally and push/pull 10 pounds seldom, 1-5 pounds frequently. The position has the ability to sit/stand as needed.

Hours & Compensations:

This is a full-time exempt position annual salary starting at \$124,948 plus benefits. Salary range \$124,948- \$187,422.00. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.