



Director of Philanthropy & Advancement

Job Description

Position Location: Flemington NJ Office | Some Hybrid Permitted

Position Classification: Full Time, Exempt

Core Business Hours & Location: Monday-Friday 9-5 with flexibility needed for evening and weekend events as appropriate and needed for mission delivery. Our offices are located in Flemington and our current operations allow for hybrid working, with three days in office and two remote.

Benefits: We offer a comprehensive 401(k) plan with matching, dental insurance, health insurance, life insurance, paid time off and vision insurance.

Overview:

Our mission is to combat income, health and education disparities through innovative programming, community partnerships and advocacy, creating lasting change in our community. The Director of Philanthropy and Advancement plays a key role as a senior leader in the organization and is responsible for both visionary leadership and planning as well as tactical execution of plans. A successful candidate will bring a demonstrable expertise in developing comprehensive year-round development plans, successful execution of fundraising activities and a curiosity for data that drives our work. We are looking for a team player who is comfortable creating as we grow, brings innovation and centers our communities voice in our work. The successful candidate will have a demonstrated mastery of building transformational relationships and prioritizes those activities over the transactional.

The Director of Philanthropy & Advancement will be responsible for:

Strategic Development & Campaign Planning:

- Create short and long-term strategic campaign plans that ensure UWHC secures funding needed to meet its mission; an annual organization budget of \$1.5-2M.
- Develop multi-year plan to diversify funding streams to include private donations, foundation grants, public funding, corporate giving programs and sponsorships.
- Establish performance metrics and annual revenue goals for the fundraising department, monitor results and fundraising trends, and use that information to adjust course nimbly.
- Ownership of UWHC's 40th Anniversary Campaign, United Hunterdon, including an annual gala.

Thought Leadership:

- Support UWHC's CEO, Board of Directors and team in fundraising activities, serve as the primary resource on fundraising best practices and relevant philanthropy trends.
- Foster a culture of philanthropy among UWHC and among Board members and friends of the organization.

A Relationship-Based Fundraising Approach:

- Work closely with the CEO to ensure authentic relationships with donors are built and stewarded; invest donors in seeing UWHC's strategy as a key lever to modernizing the broader communities understanding of our work, programs and connection to community.
- Develop and maintain long-term relationships with major donors, foundations and corporate partners, ensuring a diversified portfolio.

- Develop a systemic and strategic approach to personal meetings, outreach and follow up to ensure all donors and prospects are consistently meaningfully engaged; develop strategies to enhance the donor solicitation process and stewardship.
- Implement a strategic and aggressive approach to diversify funding sources including identifying new corporate, individual and foundation donors and developing tailored plans for engagement.

Board Management:

- Equip the Board with tools needed to become champions of the mission of UWHC and introduce new donors to the organization, provide guidance and support as needed.
- Staff the Development Committee and engage Board members to assist with fundraising.
- Report to the Board at an in between Board meetings, clearly share successes and challenges and actively engage Board members as partners.

Communications:

- Create an annual communications plan, provide relevant, strategic and timely communication with donors, staff, Board and Volunteers.
- Create effective development tools and resources.
- Work in partnership with communications support team to ensure materials are on-brand and engaging.

Candidate Experience/Skills/Abilities:

We are seeking a leader in the nonprofit space with a demonstrated track record of:

- Strong interpersonal and communication skills, both oral and written, and passion for developing relationships with stakeholders.
- Creating and maintaining strong relationships – across diverse groups of internal and external stakeholders.
- Exceptional project management and problem-solving skills with the ability to translate data insights into actionable solutions.
- Interpreting multiple forms of data and creating honest and compelling stories about the progress and impact of investments using analytics.
- Managing a team and team members, as well as volunteers as we work toward measurable outcomes.
- Being a strategic and detail-oriented thinker with the agility to balance competing priorities, complex situations and tight deadlines, and a comfort leading within ambiguity.

We understand that experience and educational opportunities vary greatly and are open to hearing from candidates with a wide variety of educational, professional and lived experiences. We seek a candidate fluent in English (both written and oral) and who has a demonstrated history of relationships and professional connections in New Jersey and particularly in/around the Hunterdon County community we serve.