Job Posting

TITLE: Planned Giving Director
STATUS: Full Time – Exempt
REPORTS TO: CEO
DATE: February 2020
CLOSING DATE: Friday, February 28, 2020

Nature of Work

This position will manage the cultivation, solicitation and stewardship of major and planned gift donors for Arizona Foundation for Women (AFW). The individual in this role is responsible specifically for securing annual fund, endowment, and planned gifts of $25,000+ from individuals throughout the state of Arizona, with majority of the concentration in Maricopa County. The position serves under the direction of the CEO; and works with AFW’s Donor Relations & Program Director in identifying major donors prospects.

Essential Job Functions

- Implement a fundraising strategy and plan including, individual relationship development, year-end major, planned and endowment gifts appeal.
- Coordinate with CEO to maintain effective working relationships and communications with Board of Directors in their critical role of fundraising. Prepare reports for CEO and Board of Directors.
- Represent, advocate and communicate the mission and philosophy of AFW to the community and media.
- Coordinate AFW mission meetings and speaking engagements at outreach and public relations opportunities where appropriate.
- Plan and host annual major and planned gifts donor recognition event.
- Build a rapport with local financial professionals as an avenue to major donors.
- Lead and serve as staff liaison to Board’s Professional Advisory Committee (PAC).
- In partnership with PAC, plan and offer professional advisor events bringing exposure to AFW and offering CE/CLE and other professional credited educational sessions.
- Maintain and increase an active donor base and track donor cultivation moves in the Salesforce system; and fully utilize the wealth and philanthropy-screening platform, DonorSearch.
- Develop marketing and fundraising materials for distribution.
- Assist with providing substantial and meaningful content for the major and planned giving quarterly e-newsletters to AFW’s operations and communications coordinator.
- Identify and secure attendance of key major donors to annual Awards Luncheon fundraising event.
- Attend and report at AFW Board of Director and PAC committee meetings.
- Serve as a senior leader team member and provide ideas and strategies that further the mission and strategic direction of the Foundation.
- Adhere to policies and procedures of Arizona Foundation for Women and Arizona Community Foundation (ACF) as outlined in the ACF’s Employee Handbook and any other items as it relates to AFW’s supporting organization role to ACF.
Knowledge or Skills
To successfully perform the essential functions of this position, candidate must demonstrate high levels of the following:

- Success in securing five- and six-figure major gifts from individual donors.
- Accuracy, detail-oriented, efficiency in time management, and due diligence.
- Excellent organization, verbal and written communication skills and follow-through.
- Ability to work under pressure to meet deadlines.
- Use of donor database or sales tracking system.
- Knowledge of DonorSearch or similar platform is a plus.

Education/Experience Requirements

- Bachelor’s Degree in business, marketing, communications or related field plus;
- Five to 10 years’ experience managing high-level, strategic donor relationships is preferred; previous experience in sales or marketing in a role generating new revenue is an advantage.

Other Requirements
This position functions in an office environment (as well as offsite meeting locations). The candidate must:

- Be able to operate general office equipment to include computers, multifunction printers, AV equipment, VOIP phone system, and the multiple software platforms that are essential to the organization.
- Present the organization in a positive and professional manner.
- Be able to lift 50lbs.
- Passionate about women issues.
- Access to personal car to drive and attend meeting, shop for events, or pick up supplies.

Major Accountabilities
This position requires a high degree of relational interactions with key stakeholders and major donors resulting in high volume of cash and planned gifts.

What we Offer and How to Apply
Arizona Foundation for Women offers an exciting and rewarding experience as well as a comprehensive benefits package that includes medical, dental, vision, life insurance, and other offerings based on position. Submit resumes to mdavis@azfw.org by Friday, February 28, 2020.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than, or in addition to, those specifically presented in this description.

AFW is an Equal Employment Opportunity Employer and does not discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. ACF/AFW does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. AFW is a supporting organization of Arizona Community Foundation and falls under their employment hiring and human resource policies and procedures.