



Job Title: Philanthropy Director

Department: Development/Philanthropy

Reports To: Chief Development Officer

FLSA Status: Exempt Employee

Employment Status: Full-Time

Location: 5 Allied Drive, Suite 51110, Building 5, 11th Floor, Little Rock, AR 72202

POSITION SUMMARY

This position implements strategies to grow the Foundation's assets. The position focuses on cultivating relationships with current and prospective donors, affiliates, and professional advisors to increase major gifts and endowments. This position serves as a key knowledge source for prospects, donors, affiliates, and professional advisors.

PRINCIPAL RESPONSIBILITIES

Essential Functions

- Implement strategies to recruit, cultivate and service professional advisors and their clients.
- Implement strategies to increase visibility among high net worth individuals.
- Provide personalized guidance for fund holders related to their philanthropic goals.
- Implements plans for the identification of new donors.
- Cultivates donors, stewards fundholders, solicits major/planned gifts.
- Implements short- and long-range strategic activities to meet asset goals.
- Represents the Foundation publicly at events, speaking engagements, etc.
- Manages contacts within the Foundation's database and records.
- Works with affiliate executive directors and development team to implement asset goals.
- Provides assistance and training to affiliates for local development efforts.
- Prepares reports and other materials as requested.

Other Duties and Responsibilities

- Perform other related duties and responsibilities as assigned and consistent with the position.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Minimum 5 years' experience in nonprofit development, fundraising, business acquisition, or a related field, with demonstrated success.
- Knowledge of major gift, planned giving, endowment, and donor development principles and practices.
- Highly developed interpersonal skills with the ability to interact effectively with individuals of diverse backgrounds and perspectives.
- Excellent written, verbal, presentation, and public speaking skills.
- Strong organizational and multitasking skills with attention to detail and the ability to meet deadlines.
- Ability to develop and maintain professional relationships with donors, prospective donors, professional advisors, affiliates, and community partners.
- Ability to effectively research, identify, cultivate, and engage prospective donors.
- Ability to exercise sound judgment and work independently based on established priorities and directives.
- Ability to maintain confidentiality and exercise discretion when handling donor, financial, and organizational information.
- Proficiency with donor databases and other standard office technology.

KEY COMPETENCIES

- Commitment to service and the mission and vision of the Foundation.
- Donor development and relationship management.
- Strategic thinking and asset growth.
- Philanthropic leadership and donor-centered service.
- Relationship building and community engagement.
- Communication, influence, and public presence.
- Leadership, coaching, and staff development.
- Collaboration and partnership with affiliates and internal teams.
- Integrity, discretion, and sound judgment.
- Initiative, accountability, and results orientation.

WORK ENVIRONMENT

- Work is primarily performed in a professional office environment with regular use of computers, telephones, video conferencing platforms, and other standard office technology.
- The position regularly interacts with current and prospective donors, fundholders, professional advisors, affiliate executive directors, development staff, community partners, and other internal and external stakeholders.
- The position regularly participates in donor meetings, professional advisor meetings, community events, speaking engagements, presentations, and other public-facing activities.
- The position may work in a variety of office, meeting, community, event, and public settings.
- The position may occasionally require attendance at events, meetings, speaking engagements, and other activities outside the regular office environment.
- Work may occasionally require flexibility in work hours to accommodate donor meetings, events, speaking engagements, professional advisor activities, and other time-sensitive organizational priorities.
- Travel may be required to support donor cultivation, affiliate development efforts, professional advisor relationships, events, meetings, and other organizational business.
- The position may experience periods of increased workload associated with donor campaigns, major gift and planned giving opportunities, asset goals, events, and other time-sensitive development activities.

PHYSICAL REQUIREMENTS

- Regularly use a computer, keyboard, telephone, and other standard office equipment.
- Frequently remain seated while performing donor management, database management, correspondence, research, planning, reporting, and administrative work.
- Regularly communicate with individuals in person, by telephone, through video conferencing, and through written and electronic communication.

- Frequently participate in donor meetings, professional advisor meetings, presentations, speaking engagements, events, trainings, and other organizational activities.
- Frequently move throughout office, meeting, event, and community environments as needed to perform job responsibilities.
- May occasionally stand and walk for extended periods during events, speaking engagements, meetings, conferences, and other activities.
- Ability to travel to donor meetings, affiliate locations, professional advisor meetings, events, and other work-related locations as required by the position.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

TO APPLY

- send a cover letter, resume, and 3 professional references to: jdilday@arcf.org

SALARY RANGE

- \$89,000-99,000