



## JOB DESCRIPTION

**TITLE:** Director of Philanthropy, Southeast

**DATE:** April 2023

**DEPARTMENT:** Development

**SUPERVISOR:** Director of Development

**FLSA Classification:** Exempt

### **SUMMARY:**

The Director of Philanthropy, Southeast is an essential member of the Advancement Team, responsible for enhancing the high-level individual investor program thereby increasing the support for the mission of the Marine Corps Scholarship Foundation. For over 60 years, the Marine Corps Scholarship Foundation has been *Honoring Marines by Educating Their Children*, providing higher education scholarships to 2,600+ children of Marines annually across all 50 US states and overseas. As we embark on an ambitious strategic plan to grow the Foundation, we are expanding and maturing our fundraising operations.

We are seeking a passionate and creative fundraising professional to improve the quality and depth of the Foundation's investor portfolio through robust engagement in the Southeast region of the United States which includes: Maryland, Washington D.C., Virginia, West Virginia, North Carolina, South Carolina, Florida, Georgia, Alabama, Mississippi, Tennessee, and Kentucky. The Regional Director of Philanthropy will maintain a portfolio of major gift investors and prospects and is responsible for developing strategies tailored to the investor to cement them to the Foundation's mission. We expect this role to grow as the organization grows in volume and complexity.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for building and managing a pipeline of investors with major giving capacity (\$50K+), while maintaining a portfolio of approximately 150 active investors and prospects.
- Identify, cultivate, and steward major gift investors in the assigned region through various forms of communication—virtual meetings, face-to-face interactions, phone calls, and e-mails—to increase investor propensity to give. Actively travel within the designated region to engage with current and potential investors.
- Solicit and close 5+ figure gifts to support mission objectives.
- Develop and achieve short and long-term fundraising goals and strategies with members of the C-suite and Advancement Department.
- Utilize prospect research tools to identify and prioritize relationships for cultivation to build a major gift portfolio of first-time and renewal investors, and utilize the moves management system to ensure investors are giving to their capacity.

- Work with the internal event staff, event consultants, and event committee chairs to collect major gift prospects and help facilitate investor involvement with Foundation events.
- Prepare and distribute solicitation materials including proposals, gift intention agreements, solicitation letters, and other materials as needed.
- Contribute to the overall success of the Foundation's mission and vision by performing other duties as assigned.

**EDUCATION AND/OR EXPERIENCE:**

- A Bachelor's degree is required.
- Minimum of 5 to 7 years of development, fundraising, and stewardship experience in a nonprofit, or equivalent sales experience.
- Successful experience working with individual investors and personally securing 5- and 6-figure gifts.

**REQUIRED SKILLS AND ABILITIES:**

- Commitment to the Foundation's mission and to reflecting core values of teamwork, trust, integrity, and drive in relationships with colleagues and partners.
- Familiarity with best practices for investor portfolio management, including identification, qualification, cultivation, proposal discussion, solicitation, and stewardship; demonstrated ability to marshal best practices, ingenuity, and entrepreneurial skills to develop a full set of approaches to the expansion of an investor base.
- Ability to offer flexible thinking and to work in a team environment with a high degree of autonomy, taking initiative, and being proactive.
- Excellent interpersonal and analytical skills with an ability to effectively engage with a wide range of audiences through excellent written and verbal communication.
- Demonstrated skills in Microsoft 365, SharePoint, Outlook, Word, Teams, PowerPoint, and advanced Excel. Experience utilizing a database to store and extract data.

**WORKING CONDITIONS:**

- Headquarters located in Alexandria, VA. This position is eligible for remote work from the assigned region [Southeast].
- Must be able to travel 50-60% of the time, primarily but not limited to the assigned region; quarterly visits to the Headquarters office in Alexandria, VA are also required.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation's mission.