

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Chief Philanthropy Officer
Reports To: President & CEO
Classification: Exempt, Full-time
Salary Range: Starting at \$85,000

General Description: Responsible for furthering the mission of the Embassy by directing the fundraising strategies and activities of the organization, including membership, major gift and planned gift solicitations, and other fundraising activities. Maintains a high level of public awareness about the Embassy and the importance of philanthropic donations to its programs and services.

Duties and responsibilities:

- Collaborates with the President & CEO, senior team and board of directors to create and implement a fund development plan, which includes individual, corporate and foundation gifts as well as oversight of fundraising events and any capital campaigns, to support the strategic direction of the organization.
- Leads and inspires a partnership with board and staff to design and fulfill annual fundraising strategy and goals.
- Supervises a team responsible for all aspects of fundraising and data collection and recordkeeping.
- Implements the fund development plans in accordance with ethical fundraising principles.
- Evaluates all fundraising activities to ensure the fundraising goals are being achieved.
- Monitors trends in the community or region and adapts fundraising strategies as necessary.
- Develops and manages timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Fosters an understanding of philanthropy within the organization, including at the board level.
- Monitors fundraising results and consistently reports progress to Embassy leadership. Leads quantitative and qualitative evaluation of fundraising outcomes, resulting in informed strategies.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: Five-plus years of professional experience in a nonprofit organization and strong track record of achieving fundraising outcomes required. Tangible experience in cultivating, soliciting and stewarding donors required. Excellent communication skills, both written and oral; strong interpersonal and relationship-building skills with ability to listen; self-starter with ability to manage deadlines and work independently while supervising a fundraising team required. Ability to construct, articulate, and implement annual strategic development plan and strong organizational and time management skills with exceptional attention to detail required. Bachelor's degree and/or certificate in fundraising preferred.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a competitive benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short and long term disability; and paid vacation, holiday and sick days.