Senior Philanthropy Manager
The Center for Nonprofit Excellence
Position Description
February 2020

Senior Philanthropy Manager

The Senior Philanthropy Manager (SPM) is a front-line fundraiser who must also effectively manage the underlying systems and strategy to help nurture and expand our donor portfolio. As a fundraiser, the SPM will cultivate, steward, solicit, and close gifts. As a manager, the SPM will ensure the comprehensive execution of all philanthropy and fundraising activities. The SPM will report to the Deputy Director of Operations & Advancement and work very closely with the Executive Director. This is an exciting opportunity to build and grow CNE’s philanthropy program.

Specific duties of the role include, but are not limited to, the following:

- Cultivate, steward, solicit, and close gifts
- Plan and execute annual Philanthropy Day event and other events as needed
- Oversee calendar to include solicitation of individuals, further development of the Corporate Partners Program, and strategic pursuit of grants
- Oversee the maintenance of donor database, mailing and donor lists, and donor profiles
- Prepare internal reports to track performance and inform fundraising activities
- Analyze fundraising data to proactively inform and strengthen stewardship efforts
- Ensure timely acknowledgement of all contributions
- Create regular reports and communications including donor appeals, impact reports, and other correspondence that directly drives fundraising activities
- Support other key organization communication platforms – case studies, newsletters, social media, etc. – to ensure consistent branding and organizational voice
- Research and write donor appeals
- Research and write grant proposals
- Lead stewardship of, and manage the benefits offered through, the Corporate Partners Program
- Support staff and board leadership in managing community and donor relationships
- Serve as staff liaison to the Philanthropy Advisors Committee and Philanthropy Day Host Committee
- Foster a culture of philanthropy throughout the organization
- Attend appropriate community events to advance CNE’s philanthropic efforts
- Other duties as assigned by the Deputy Director of Operations & Advancement
**Desired Skills & Attributes**

The successful candidate will be motivated by the opportunity to build and grow a philanthropy program and bring a positive disposition, an eagerness to learn, the desire to function as part of a team, and a willingness to take ownership of tasks both big and small. They will have exceptional verbal and written communication skills and will be a strong relationship builder who is comfortable with a wide range of different people.

Additionally, this individual will understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to diversity, equity, and inclusion.

They will possess familiarity with office technology and fundraising database systems, along with confidence to learn what they do not already know. Outstanding project management skills, attention to detail, strong work ethic, and an unwavering commitment to ethical behavior are essential to success in this role.

The ideal candidate will bring an awareness and appreciation for how healthy nonprofits operate and will have proven fundraising experience. They will be detail-oriented, have experience managing budgets, be skilled at working both independently and with teams, and produce high-quality work in a timely fashion.

**Compensation and Benefits**

This is a full-time, salaried position with a salary range of $55,000 to $65,000. CNE offers a robust employee benefits package, including 100% of employee health insurance coverage paid, the opportunity to participate in a 403(b) with employer match, and 120 hours of personal time off in the first year of employment plus twelve paid holidays. This role includes opportunities for professional development and growth.

CNE provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and professional training.

CNE is committed to building a team that values diverse perspectives, inclusive policies, and equitable practices. Candidates of all races, ethnicities, nationalities, religions, genders, sexual orientations, ages, and abilities are encouraged to apply.
The Center for Nonprofit Excellence

The Center for Nonprofit Excellence (CNE) operates with the mission to strengthen nonprofits to realize the potential of our communities.

With a passion for performance, CNE provides education, consulting and resources to create strong leaders, effective managers and healthy collaborators. We lead by example and we are always learning, always teaching to ensure that nonprofits have the tools they need to be competent, operate with integrity and maximize their impact. We succeed when nonprofits do good work better.

We believe in the power of collaboration, and invest our time, expertise and resources to promote collaboration, which empowers a more efficient and effective nonprofit sector, and we actively seek our own strategic partnerships to leverage this work. We succeed when we help nonprofits clear obstacles to collaboration, and identify and address systemic challenges that impede their success.

We honor the potential of nonprofits, and advocate for a strong, independent nonprofit sector. We respect and nurture the sector so it can do the important and challenging work of creating a social safety net, promoting civic engagement, protecting the environment and enriching us through arts, education and culture. We succeed when nonprofits are recognized for their economic impact, perceived as effective agents of change and engaged with community partners to solve real problems and enhance our lives.

To learn more about our programs and services, please visit www.thecne.org.