



## Ashland Community Health Foundation Philanthropy Director Position Description

The Philanthropy Director supports the work of Ashland Community Health Foundation (ACHF) in the following ways:

- Embraces the vision, mission and values of ACHF
- Generates and grants resources to support health and wellness initiatives
- Engages with individuals, businesses, advisors, and other community organizations to promote the work ACHF

### Requirements:

Bachelors' degree and five years of development experience is required. Previous experience fundraising for health and wellness, Raisers Edge database proficiency, and experience with public speaking are preferred. CFRE certification is desirable. This is an exempt position.

### Reporting:

The Philanthropy Director reports to the Executive Director.

### Responsibilities:

Lead the development of donor-centered fundraising strategies, campaigns, events and materials to promote charitable giving and achieve the Foundation's mission, strategic plan priorities and financial goals. Lead the implementation of a comprehensive fundraising plan, including major, planned, and annual giving, in partnership with Board and staff.

Lead the implementation of the Donor Relations and Stewardship Plan. Coordinate donor recognition activities, including events and displays, in partnership with the Community Engagement Coordinator.

Oversee the preparation of funding proposals, talking points, briefings, gift agreements, and stewardship reports and activities.

Lead the Moves Management process. Provide strategies, information and support to staff and Board members to ensure that donor engagement activities are coordinated and successful.

Oversee fundraising and stewardship events, including public speaking where appropriate, to support current and prospective donor engagement.

Engage current and prospective donors through donor-centered activities including identification, education, cultivation, solicitation and stewardship of gifts. Maintain a portfolio of donors for personalized attention.

Document and track progress of relationship management efforts. Monitor fund agreements to ensure adherence to donor intent. Utilize Raiser's Edge NXT and Research Point databases for fundraising and stewardship activities, reports, fund management, and Moves Management. Serve as a backup for gift entry, preparing donor acknowledgements as needed.

Maintain communication with local financial and legal professionals regarding current and planned giving opportunities available at ACHF.

Recruit, nominate, orient, and steward Advisory Council and Giving Circle members. Plan and facilitate meetings.

Provide support and direction to the ACHF Board and committees to ensure a high level of donor engagement and ambassadorship. Serve as the staff partner for the Development Committee.

Oversee the implementation of annual giving and grant writing in partnership with the Community Engagement Coordinator. Manage relationships with fundraising consultant and vendors.

Represent ACHF at community events and through active participation in civic and nonprofit organizations.

Partner with the Executive Director on the development of educational offerings for the Board, staff, and community with a focus on population health, community health and wellness, DEI, innovation, and philanthropy.

Participate in the creation of the bi-annual newsletter, the grant and scholarship award process, and the budget and audit processes.

Participate in the development and implementation of strategic, marketing, and annual work plans.

Complete other administrative duties and special projects as assigned.

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