



## Senior Director of Annual Giving

Established in 1984, The Doorways provides lodging and support to patients and families who travel to Richmond for critical medical needs. Those who enter our doors find a healing, emotionally supportive environment in a place where community generosity and compassionate care come together.

The Doorways seeks an experienced Senior Director of Annual Giving! This will be a critical position within our Advancement Team. The Director of Annual Giving will oversee and implement strategic direction of a comprehensive, donor-centered annual giving program, developing fundraising strategy for each constituency to achieve stated goals. This position also manages two team members: the Development & Events Coordinator and the Volunteer Manager.

You will be eligible for our **comprehensive benefits package**, which includes health insurance with Anthem, of which 100% of the premium is paid by The Doorways for you as an employee. Dental insurance through Mutual of Omaha is provided and is 100% paid for as well by The Doorways. You will also receive benefits including fully paid life, AD&D and short- and long-term disability coverage through Mutual of Omaha.

You will be eligible for holiday pay and accrued paid time off which includes vacation, sick, and personal leave as outlined in The Doorways' Personnel Policies. You will also be eligible to participate in the 401(k) plan. The Doorways matches your contribution equal to the sum of 100% of the first 3% percent of salary, and 50% percent of the next two percent of salary, up to a maximum of 4%.

A six-month review in will provide the opportunity to discuss expectations and accomplishments to date and will include an evaluation of progress against goals with reviews annually thereafter.

### Key Responsibilities:

- In coordination with the CPO, oversee and implement strategic direction of a comprehensive, donor-centered annual giving program, developing giving strategy for each constituency to achieve stated goals. Strategy will include an emphasis on segmenting audiences and creating a relationship-based participation and stewardship plan that encourages long-term engagement and increased giving.
- Plan and execute fundraising and donor events meeting target metrics.
- Conduct regular reporting to track results, monitor annual operating plan and evaluate results.
- Manage the Development & Event Coordinator and enhance policies, procedures, and infrastructure related to efficiently operating development efforts and events. Supervise

- database management and donor communications including gift processing, recording, acknowledgements and events management.
- Manage the Volunteer Manager and expand volunteer program. This includes, but is not limited to, event volunteers, in-house volunteers, and volunteers responsible for meal program, speaker's bureau, corporate volunteers.
- Supervise, evaluate, and encourage the professional growth of staff assigned to the volunteer program, food program, in-kind giving, and events.

#### Core Functions:

- In coordination with TDW leadership, enthusiastically support the implementation of the Board-approved strategic plan and vision for the future.
- In partnership with Chief Philanthropy Officer (CPO), create an annual operating plan that moves forward the goals and objectives defined in the Philanthropy Committee approved multi-year philanthropy plan.
- In concert with staff and volunteer leadership, implement Board-approved recommendations from the Pre-Campaign Assessment.
- Work collaboratively with those responsible for implementing brand strategy and elevating TDW brand awareness.
- Foster an organization-wide culture of philanthropy.

#### Qualifications:

- Degree from four-year accredited college.
- 5+ years' professional experience in a nonprofit fundraising role including operations, database management, and event management.
- Prior experience managing staff/employees required.
- Experience working with Blackbaud Raiser's Edge preferred.
- Other: While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee must occasionally lift and/or move items weighing up to 25 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually moderate.

Salary: \$65,000-80,000 depending on experience. Salary will be commensurate with experience and industry best practices.

Benefits: This position is eligible for full benefits including fully paid Health and Dental Insurance; Paid Time Off; Retirement Savings Plan

How to Apply: To apply please email cover letter with salary requirements and resume to [careers@thedooways.org](mailto:careers@thedooways.org) with Senior Director of Annual Giving in the subject line.