



## **JOB DESCRIPTION**

**DATE:** August 6, 2018

**POSITION:** Director, Partner Engagement

**DIRECT REPORT:** Vice President, Advancement

**FLSA STATUS:** Exempt

**HOURS:** Full-Time

### **SHORT DESCRIPTION**

Reporting to the VP, Advancement, the Director, Partner Engagement will personally manage a portfolio made up of 150+ prospects, donors and foundations. He/she is responsible for developing and implementing strategies that ensure proper cultivation, solicitation and stewardship of these relationships. The Director, Partner Engagement will raise funds for CTC Operations (unrestricted gifts), and other strategic initiatives, which promote the vision and mission of CTC. Required travel time will be 50%-75%.

### **RESPONSIBILITIES**

The Director will be responsible for managing an existing portfolio and growing a pipeline of new hi-capacity prospect relationships that will come through referrals, CTC events and prospect research. Development of a “targeted city strategy” for growth will be a high priority. The Director, Partner Engagement is the primary representative for CTC for cultivation, solicitation, and stewardship of these relationships.

With support from CTC Advancement staff, the Director, Partner Engagement will host donor trips, dinners, ministry site visits, and relationship building experiences throughout the year. He/she will maintain a consistent annual plan to create engagement opportunities for existing and prospective donors. He/she will work collaboratively with Advancement staff, CTC VP’s and CEO to execute a growth strategy for the cities and areas they oversee.

A report of all actions, plans, etc. related to fund cultivation and solicitation must be captured and uploaded into CTC’s CRM tool, Salesforce, on a timely and consistent basis. The Director, Partner Engagement will also develop an annual expense budget and will be required to manage expenses to stay within that budget and complete expense reports on time.

Metrics will be developed with the VP, Advancement around these key performance areas:

- Revenue Growth
- Number of Face-to-Face Meeting
- Number of Meaningful Touches
- Number of Stewardship Reports
- Number of Giving Opportunities Presented
- Number of New Givers

**SKILLS AND EXPERIENCE**

- Minimum of 5 years (10 years preferred) of development experience for a nonprofit organization, university, for-profit sales, marketing, or wealth management
- Proven record of personal solicitation of five-figure gifts
- Proficiency in Microsoft and Google Suites required
- Experience working with a fundraising database is required; experience using Salesforce a plus
- Some training or experience in endowment giving and/or planned giving is a plus

**EDUCATION**

- Bachelor's degree required
- Master's degree a plus
- Additional certificates in fundraising a plus

To apply, please send cover letter and resume to [hr@redeemercitytocity.com](mailto:hr@redeemercitytocity.com).