



## Duet | Director of Philanthropy

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### *Position Description*

<b>Last Updated:</b>	December 14, 2018
<b>Title:</b>	Director of Philanthropy
<b>Supervisor:</b>	Executive Director
<b>Position Description &amp; Scope of Work:</b>	The Director of Philanthropy is a full-time position that creates, coordinates, and implements a comprehensive development plan that achieves Duet’s budgetary and strategic goals. The position engages staff colleagues, board members, and other partners in service in a robust culture of philanthropy that leads to long-term sustainability for Duet. As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.
<b>Key Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Carry out a comprehensive, results-oriented fund development plan for organizational growth and funding consistent with Duet’s strategic goals (including for individual giving, special events, planned giving, and overall income growth).</li> <li>2. Plan and implement individual giving programs, including major planned gifts.             <ol style="list-style-type: none"> <li>a. Serve as team leader for the Benevon model and ensure that all facets of the model are fully carried out, in partnership with Duet’s Capacity Building Team, board members, staff, and others. This includes planning Discover Duet point-of-entry events and Duet’s Partners in Compassion Luncheon, making follow-up calls, building relationships, asking for donations and pledges, and stewarding donors.</li> <li>b. Identify strongest prospects to include Duet in their estate plans and lead a plan to invite those individuals to join Duet’s Legacy Circle.</li> <li>c. Work closely with the Director of Communications to develop key messaging and materials for donor cultivation, solicitation and stewardship.</li> </ol> </li> <li>3. Further develop a culture of philanthropy with staff, board members, and other partners in service.</li> <li>4. Build and/or maintain strong relationships with new and current corporate and foundation donors.</li> <li>5. Prepare grant and funding proposals, and review those that others complete.</li> <li>6. Develop and lead a synergistic development team that includes a full-time Development Coordinator, part-time contract Grants Coordinator, and part-time Development/Grants Assistant. Supplement with volunteers as appropriate.</li> </ol>

	<p>7. Provide input on the organizational budget as it is developed; create and monitor budgets and manage expenses for development-related activities.</p> <p>8. Help carry out events such as conferences and service activities as requested.</p> <p>9. Carry out additional duties/initiatives as assigned.</p>
<b>About Duet:</b>	<p>Duet’s mission is to <i>promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies.</i></p> <p>Our vision is a community where every person ages with compassion, dignity, and hope.</p>
<b>Highest Priority Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Commitment to Duet’s mission and sensitivity to diverse faith backgrounds.</li> <li>▪ Strong leadership skills with the ability to build and motivate a team of professionals and volunteers.</li> <li>▪ Warm and outgoing individual with a passion for cultivating relationships with donors, board members, volunteers, staff and the general public.</li> <li>▪ Superior creative written and oral communication skills, with an ability to integrate the strategic marketing message into development goals.</li> <li>▪ Ability to assess the effectiveness of development activities for maximum return on resources.</li> <li>▪ Thoughtful decision-maker.</li> <li>▪ Organized, with the utmost attention to detail.</li> <li>▪ Flexible, reliable and trustworthy.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Experience in planning long-range goals and creating an implementation plan to achieve those goals.</li> <li>▪ A minimum of five years of proven nonprofit fund development experience.</li> <li>▪ An average tenure of three years+ per employer is preferred (spanning the most recent 15 years of work experience or the most recent 3 positions).</li> <li>▪ Experience in planning, delegating, and meeting objectives on schedule.</li> <li>▪ Experience implementing Benevon model preferred.</li> <li>▪ College degree preferred.</li> <li>▪ Able to lift 30 lbs.</li> <li>▪ Ability to work evening &amp; weekend hours as occasionally required.</li> <li>▪ Experience preferred with Word and donor software such as Raiser’s Edge</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible work environment</li> <li>▪ Health &amp; life insurance</li> <li>▪ Retirement plan contributions</li> <li>▪ Vacation, sick, personal time, and holiday time off</li> </ul>
<b>Work Environment:</b>	<p>The Duet office is a warm, welcoming environment. Duet staff, board members, and volunteers are passionate about Duet’s mission and helping people who feel alone in their struggles. Colleagues are sincere and supportive.</p>
<b>Work Location:</b>	<p>10000 North 31<sup>st</sup> Avenue, Suite D200 Phoenix, Arizona 85051</p>
<b>To Apply:</b>	<p>Please mail or email resume with a cover letter to: Lori Appleby Hoke Duet: Partners In Health &amp; Aging 10000 North 31<sup>st</sup> Avenue, Suite D200 Phoenix, AZ 85051 602-274-5022 or <a href="mailto:applebyhoke@duetaz.org">applebyhoke@duetaz.org</a></p>