Director of Philanthropy
posted August 9, 2021

Summit Assistance Dogs seeks a talented and accomplished Director of Philanthropy to lead our fund development program during one of the most dynamic times in our organization's history. Summit specializes in training and partnering highly-skilled mobility service dogs with people who are living with disabilities. To respond to the increasing client need, Summit has launched a capital campaign to build a training facility on Whidbey Island. During this time, and beyond, Summit seeks an experienced Director with a deep commitment to values-based fundraising who can lead our philanthropy team and inspire our donor community.

Specific goals include designing and implementing our multi-year fundraising initiative; mobilizing our Board of Directors and Capital Campaign Committee; and supervising and mentoring our growing and talented team of development staff and volunteers. Summit brings its core values of respect, inclusion and innovation into all aspects of its work, and seeks an individual who can build a successful fundraising program that is intentionally grounded in these values and principles. This is a great opportunity for someone who is energized by our mission of creating life-changing partnerships between people and dogs and is committed to cultivating long-term sustainability.

Key Areas of Responsibility:

Capital Campaign

- Together with the Executive Director and Campaign Committee Chair, update and implement the organization’s capital fundraising plan.
- Oversee all aspects of capital campaign fundraising, coordinating with the executive director, staff, board and volunteers to meet funding goals.
- Identify potential donor prospects.
- Coordinate meetings with donors and prospects for the executive director, board members, campaign committee members and fund development staff for the purpose of cultivating and stewarding donors, and closing gifts.
- Attend meetings with donors and prospects when deemed strategic to do so.
- Solicit gifts when deemed strategic to do so.
- Take a key role in the planning and implementation of house parties and small fundraising events to raise awareness and funding for the capital campaign.
- Take a key role in donor recognition and management of naming opportunities, plaques, memorials, etc.
- Plan for and oversee all communications for the organization at a time of heightened visibility. This work includes oversight of the organization’s website, press releases, social media, newsletters, email communications, etc.
• Coordinate with grant writer(s) to ensure proposal and report deadlines are met. Provide collateral materials, package and deliver proposals, assist with research.
• Keep meticulous records of donor and prospect communications in database (Little Green Light). Generate reports as needed.
• Maintain and/or create other information tracking systems as required.

Annual Campaign

• Design and implement the organization’s annual fundraising campaign.
• Oversee all aspects of fundraising, managing development staff, contractors, and volunteers.
• Identify potential donor prospects.
• Coordinate meetings with donors and prospects for the executive director, board members, and fund development staff for the purpose of cultivating and stewarding donors, and closing gifts.
• Attend meetings with donors and prospects when deemed strategic to do so.
• Solicit gifts when deemed strategic to do so.
• Take a key role in event planning, organizing staff and volunteer resources to achieve goals.
• Take a key role in workplace giving campaigns, organizing staff and volunteer resources to achieve goals.
• Conduct presentations and speaking engagements as needed.
• Coordinate with grant writer(s) to ensure proposal and report deadlines are met. Provide collateral materials, package and deliver proposals, assist with research.
• Plan for and oversee all communications for the organization, including the organization’s website, press releases, social media, newsletters, written appeals, video productions, etc.
• Keep meticulous records of donor and prospect communications in database (Little Green Light). Generate reports as needed.
• Maintain and/or create additional information tracking systems as required.
• Provide regular communication and reports for the Executive Director and Board.
• Other duties as assigned.

Desired Skills, Qualities and Abilities:

• Preferred minimum 5 years of nonprofit fund development experience, with 3 years in a director-level position managing capital campaigns or major growth campaigns.
• In love with mission.
• Friendly, outgoing and able to build and maintain long-term relationships with various stakeholders.
• Energetic, self-motivated and able to work with minimal supervision.
• Exceptionally strong organizational skills.
• Ability to lead and inspire.
• Detail oriented with meticulous record keeping skills.
• Professional appearance.
• Team player with the ability to communicate diplomatically and effectively, both verbally and in writing, with other staff, volunteers, clients, donors and the public.
• Ability to work well under pressure and juggle and prioritize multiple projects and tasks.
• Excellent public speaking skills.
• Excellent computer skills, including experience with Microsoft Excel, Word, Power Point, simple graphics programs.
• Proficiency in utilization of donor databases (Little Green Light is current database).
• Flexible and able to work a varied schedule, including some early mornings, late evenings and weekends.
• Valid driver’s license and ability to travel.

Reports To: Executive Director

Pay Scale: $58,000 - $66,000 annual salary
Hours: Full time, exempt position
Benefits: Vacation, holiday and sick pay, medical insurance

How to apply: Email cover letter and resume to sue.meinzinger@summitdogs.org.