



Position Title: Philanthropy Manager

Date of last update: October 8, 2024

SPARK's Mission

SPARK's Mission is to enrich the lives of young learners by creating shared, interactive experiences that engage people of all ages in the joy of play, the power of learning, and a sense of community.

Position Summary

The Philanthropy Manager works in a strong team environment and is responsible for implementing a broad-based strategy to **secure and increase financial support through corporate, foundation and government grants, individual gifts, and sponsorships**. The Philanthropy Manager is responsible for identifying and qualifying prospects, aligning donor interests to SPARK's goals and initiatives, and soliciting and stewarding overall donor gifts. This position is also responsible for managing relationships with donors and key stakeholders with the support of the Executive Director.

Supervision Summary

This position does not have any direct supervision of other staff. This position reports to the Executive Director and is a full-time, exempt position.

Major Responsibilities and Essential Functions

- Implement and strengthen strategies and tactics for all donor levels and donor types including but not limited to individual, corporate, and foundation donors and grants
- Cultivate relationships with donors to optimize engagement and giving opportunities
- Manage and maintain a portfolio of donors and prospects in collaboration with the Executive Director
- Continue to build upon the portfolio with prospective and active institutional donors and sponsors
- Identify and develop new ways to engage prospects to grow the ongoing donor base
- Work with the Executive Director to develop and implement an annual fundraising plan and appeal schedule
- Regular communication with donors including calls, meetings, written correspondence, and events
- Ensure annual contributed revenue budget goals are met and recommend corrective actions to close any projected gaps
- Develop annual budget in collaboration with Executive Director and determine metrics to achieve goals for fundraising
- Oversee and maintain Customer Relations Management (CRM) systems and donor databases for reporting, tracking, and analysis of individual and corporate giving and results

- Lead execution of all development-driven events, including SPARK's annual fundraiser as well as the coordination of smaller-scale sponsor, donor cultivation, and stewardship events
- Develop relationships with past and present board members to encourage and increase board giving
- Identify grant opportunities which include playing an active role in outside organizations like the Association for Fundraising Professionals, non-profit consortiums, and others

Other responsibilities and expectations:

- Ability to work well in a collaborative team environment with both internal and external partners
- Ability to network and develop community partnerships
- Work with the Communications Manager to ensure grant, donor, and sponsorship acknowledgment requirements are satisfied
- Work in collaboration with other departments to ensure clear lines of communication and ensure appropriate joint coordination
- Represent SPARK at onsite events and community outreach events
- Other responsibilities as needed
- Work with board and Executive Director and volunteer committee as it relates to fundraising and capital-related projects

Education and experience:

- Bachelor's degree and/or equivalent experience
- Three to five (3-5) years of experience in building strategic partnerships or equivalent experience in a similar role that demonstrates the required skills
- Proven track record of meeting financial goals
- Prior experience in writing, achieving, and managing grants
- Proven ability to prioritize and manage simultaneous deadlines and tasks
- Experience working with volunteer committees (preferred, but not required)
- Knowledge of non-profit databases (preferred, but not required)

Knowledge, Skills & Abilities Required:

- Excellent communication skills including written, verbal, and listening skills
- Confidence to execute project initiatives after the initial direction is set
- Proven ability to manage and organize several projects and tasks simultaneously and adhering to ambitious timelines
- Ability to be proactive and communicate effectively with a variety of staff, volunteers, board members, donors, and donor prospects
- Proficient computer skills
- Ability to develop, implement, and sustain partnerships and relationships
- Skill and flexibility required for leading, influencing, and motivating a diverse group of people
- Innovative and creative strategizing and problem-solving skills.
- Ability to see overall vision as well as focus on detail
- Ability to work independently and use sound judgment in making decisions
- Budget management

Physical Demands:

- Audio, visual, and verbal functions are vital aspects to performing this position
- A majority of time is spent sitting, standing, and walking

- Some lifting is necessary (weights of objects rarely exceed 25 pounds)
- Movements such as stooping, and kneeling are sometimes required

Environmental Demands:

- 1) The workday is primarily spent indoors
- 2) Occasional outdoor activity may be required

Other Requirements:

- 1) Reliable attendance, timely, and organized
- 2) Some local travel may be required
- 3) Some after-hours work, including weekends, may be required for special events

This job description is not intended to be all-inclusive of every function that may be required to be performed by the person in this position. The employee will also perform other reasonable related duties as assigned by the supervisor or other management. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Management reserves the right to change job responsibilities, duties, and hours as the need prevails either formally, informally, verbally, or in writing. This document is for management communication only and is not intended to imply a written or implied contract of employment.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities