



Open Position

Position Title: Assistant Director of Philanthropy
Department: Development
Reports To: Director of Philanthropy
Category: Exempt; Full-time
Date Created: December 9, 2024
Salary Range: \$60,406 - \$68,000 per year

Agency Mission:

“InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us.”

Position Summary:

The Assistant Director of Philanthropy, under the direction of the Director of Philanthropy, is responsible for contributing to the management of a program of resource development to provide sufficient on-going financial support for InterFaith Works to meet its organizational goals and to further its mission, vision, and values. This position will work closely with the agency leadership to meet fundraising goals through relationship-based donor development. Activities include writing and researching grants, writing, and editing campaign materials including the annual report, and participating in the agency’s fundraising campaigns and events. The Assistant Director will be responsible for collaborating with the Director of Philanthropy to solicit ILAD sponsorships as well as the creation and stewardship of a Legacy Society of donors who have committed to planned giving. In addition, the assistant director of philanthropy will be personally responsible for managing a portfolio of 10-15 mid-range donors, identifying, cultivating, soliciting, and stewarding these relationships.

Qualifications:

Candidates will have excellent writing, editing and oral communication skills, be highly organized, and exhibit high attention to detail. Must be able to attend to multiple priorities with energy and enthusiasm, meet deadlines with accuracy, be proactive, maintain confidentiality, and project a positive attitude. Demonstrated experience with fundraising, including identifying, applying for, and obtaining grants from public and private sources. A minimum of three years' experience preferred. Candidate should be self-motivated with the ability to work independently. Must be proficient in Microsoft Office (e.g., Word, PowerPoint, Excel). Minimum requirement of bachelor’s degree in related field, with master’s degree desirable.

Essential Functions and Responsibilities:

Grant Writing and Management:

- Serve as primary agency liaison to foundation and corporate granting entities, with an end goal of cultivating and strengthening these relationships to secure needed funding.
- Research grant opportunities from government, foundation and private funders, and work with administration and program directors to pair funding opportunities with needs.
- Write letters of inquiry, grant proposals and supporting documents based on agency needs and funder’s requirements.

- Work with agency leadership to obtain needed data, including budgets, statistics, supplemental documentation and narratives for grant applications and reports.
- Submit written drafts of letters of inquiry, grant proposals and grant reports to administration and program directors for approval; edit as requested.
- Carefully proofread—ensuring quality, accuracy, and completeness—of proposals and collateral material prior to submission; meet submission deadlines.
- Respond to internal and external queries on drafted and submitted proposals.
- Schedule and facilitate site visits by funders, along with any needed follow up.
- Work with the Operations Manager to ensure post-award contracts are executed.
- Assure reports to funders are submitted within established deadlines.
- Work with Communications Manager to promote grant awards, in accordance with funder’s guidelines.
- Upload all grant-related documents to SharePoint.
- Work with the Operations Manager to ensure accuracy of a database of pending, existing, and past grants and contracts, and reporting deadlines.

Legacy Society

The Assistant Director of Philanthropy will oversee this program of the Development Operation including:

- Create and steward a Legacy Society of donors who have committed to planned giving.
- Utilize moves management protocols to assure gifts are secured, documented, and that donors are properly acknowledged according to their wishes.
- Steward all donors who have indicated that they are leaving InterFaith Works a legacy.
- Identifying donors who are willing to leave a legacy gift and securing this pledge utilizing the moves management process, continuing to steward these gifts while creating relations with other family members as needed.
- Provide general information to the InterFaith Works community about legacy giving.
- Update materials for legacy giving such as brochures, letters, gift/pledge acceptance packets, thank you letters, and donor acknowledgments.
- Document internally with the Director of Philanthropy and the CEO when a legacy gift has been pledged or received.
- Assure that the thank you process is completed on each gift.

Major Giving

- Provide research on prospective and current donors, as requested by the Director of Philanthropy. Provide research on donors who make a first-time gift of \$1,000 or more and present this research to the Director of Philanthropy.
- Manage a portfolio of 10-15 mid-range donors annually, identifying, cultivating, soliciting, and stewarding these relationships.

Fundraising Campaigns and Events:

Working with Director of Philanthropy and the Communications Manager, assist with fundraising events, including the InterFaith Leadership Award Dinner (ILAD):

- Assist the Director of Philanthropy to secure sponsorships, including submitting online sponsorship applications.
- Write agency annual report and work with the Communications Manager during the production process, including proofreading materials.
- In consultation with Director of Philanthropy, participate in development of the theme of fundraising campaigns, including the annual appeal, write collateral material and work with the Communications and Events Manager to oversee production, including design and proofreading.
- Other duties as assigned by the Director of Philanthropy and/or Agency Leadership

Please send cover letter and resume to
Rick Lee, Director of Human Resources
at rlee@ifwcny.org