



# Senior Director of Philanthropy

KNOWLEDGE • DEDICATION • RESULTS



## The Organization | *Poe Center for Health Education*

The Alice Aycock Poe Center for Health Education (Poe Center) is in Raleigh, NC. The Poe Center is a nonprofit organization dedicated to positively impacting the lives of North Carolina youth through health education. Since opening in Raleigh in 1991, the Poe Center has educated more than 1.7 million participants from 95 counties. Health educators partner with schools and organizations across the state to provide health education to children and adults. Poe's field trip destination in Raleigh is a one-of-a-kind-immersive experience featuring unique teaching spaces. Health educators can provide programs onsite or offsite directly at a school or organization; programs are also available online. Over 87% of program participants report positive behavior changes after a program with the Poe Center.



### **Poe Center Mission Statement**

*The mission of the Poe Center for Health Education is to educate and empower North Carolina children, youth, and their families to make choices that increase positive health behaviors.*

### **Poe Center Vision Statement**

The vision of the Poe Center for Health Education is that all North Carolina children and youth live healthy lifestyles.

### **Poe Center Values**

- We value **DIVERSITY** and honor all people without biases of any kind.
- We value **PROACTIVITY**. We strive to be innovative leaders and experts in our field taking the initiative to demonstrate best practices through an open and collaborative environment.
- We value **INTEGRITY** in our internal and external relationships committing to carry out our mission in a trustworthy, professional, and ethical way.
- We value **COMMUNICATION**. We speak and write with timely clarity and coherence. We listen and seek to understand and learn from others to function with maximum efficacy.
- We value **RESPECT**. We acknowledge and recognize the dignity of all individuals trusting in their best intentions.



## The Opportunity | *Senior Director of Philanthropy*

The Senior Director of Philanthropy works with the leadership team, development staff, Board of Directors, and volunteer leaders to achieve our major gifts, capital fundraising, and planned giving program goals. The Director is responsible for identifying and cultivating relationships with prospective major gift donors. This involves building and managing an extended portfolio of team assignments and strategies in preparing and asking for charitable support and guiding presentations of the Poe Center's mission and visionary goals to invite philanthropic investment. The Senior Director of Philanthropy will report to the Executive Director.

### Major Duties and Responsibilities:

- Collaborate with the Executive Director and Major Gifts Cabinet on major gift proposals.
- Partner with the communications team to develop gift cultivation and solicitation presentation materials with tailored templates adaptable for major gift prospects.
- Supervise the training of board members, staff, and volunteers on fundraising principles and techniques.
- Oversee the development and management of budgets for fundraising activities.
- Track and assess major gifts fundraising metrics to ensure effectiveness.
- Supervise the design and implementation of a comprehensive annual development plan, in close collaboration with board committees.
- Work with the Board of Directors to develop strategic plans.
- Support the grant process, including identification, submission, and deliverables.
- Supervise staff and leadership teams responsible for planning, implementing, and evaluating donor cultivation, recognition, and revenue events.
- Conduct annual evaluations of development campaign activities to measure success and identify areas for improvement.

### Qualification Requirements:

- Strong commitment to the Center's mission, goals, and values
- Expert thinker and team player with proven leadership, business, organizational, and management skills.
- Comprehensive knowledge of revenue sources for non-profit organizations, such as individual giving, corporate contributions and sponsorships, foundation funding, grants, planned giving, and other donation methods.
- Demonstrated success in building interpersonal relationships with donors, volunteers, board members, and staff.
- Proven success in fundraising planning and implementation.
- Minimum of 3 years of experience securing major gifts and managing a portfolio of major donors (\$10,000+) and prospects.
- Proven ability to manage development teams and volunteer leaders responsible for creating, organizing, and executing effective donor cultivation, recognition, and revenue events.
- Outstanding ability to manage multiple priorities and projects while working collaboratively in a multicultural environment.

- Dynamic, energetic, and tenacious approach to promoting programs.
- Superior verbal and written communication skills.
- Extensive computer and typing skills, including proficiency in donor database management and Google Suite programs.

## **APPLY HERE**

Poe Center for Health Education has engaged Capital Development Services (CapDev) to conduct a national search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Application materials will be reviewed as received.

Additional inquiries may be directed to [search@capdev.com](mailto:search@capdev.com).

