



FIRST STEP WESTERN WAYNE COUNTY PROJECT ON DOMESTIC AND SEXUAL VIOLENCE

Since 1978, First Step has proudly served Wayne County, Michigan with the mission to end domestic violence and sexual assault while providing free, life-saving services to survivors and their families.

JOB TITLE: Director of Philanthropy and Advancement

GENERAL STATEMENT OF FUNCTION:

Under the direction of the Executive Director, the Director of Philanthropy and Advancement will be responsible for leading, developing, and implementing a comprehensive agency-wide strategy for fundraising, donor engagement, communications, and marketing to support First Step's mission and ensure long-term financial sustainability. The Director will embody a donor-centric philosophy and ensure a diverse, sustainable revenue portfolio, including but not limited to individuals, foundations, and corporations.

They will engage the Board and fundraising committee to identify and leverage opportunities, lead public-facing philanthropic activities, and oversee production of agency publications and donor communications.

This role is responsible for motivating and coordinating a multi-disciplinary team of staff and volunteers while managing donor communications, fundraising events, and philanthropic marketing efforts. The Director will cultivate donor and community support, inspire transformational giving, and manage a personal portfolio of prospects focused on long-term strategy and securing multi-year commitments.

LOCATION: Wayne Office, Plymouth Office, and other First Step sites as needed.

REPORTING: Reports to the Executive Director

TYPICAL DUTIES:

Strategic Leadership & Operations:

- Set and execute the agency's comprehensive philanthropic strategy and plan.
- Oversee all fundraising initiatives: annual sponsorships, giving campaigns, planned giving, major gifts, donor research, and events.
- Design and implement sustainable fundraising systems with clear documentation.
- Develop and oversee the annual fundraising budget and monthly reporting with the finance department.
- Collaborate with program leadership to align fundraising goals with service priorities.
- Maintain donor records ensuring data accuracy, gift acknowledgements, and analytics to track KPIs.
- Pursue and manage foundation and corporate grant opportunities (prospecting, proposals, and reporting) in collaboration with program staff.
- Serve as a visible agency representative in donor meetings, check presentations, tours, and philanthropic-related events.
- Ensure compliance with agency policies, and legal/ethical standards for fundraising.
- First 90 days: Meet with board members to develop individual philanthropy plans; assess staff and resources.
- First year: Implement philanthropy strategy, secure 3+ major gifts (\$100,000+), identify 50 top prospects, complete 2 major asks/month, support agency fundraising goal

Communications & Marketing:

- Ensure philanthropic strategies are closely aligned with organizational priorities and leverage data-driven storytelling to engage and inspire donors.
- Lead and implement digital fundraising strategies, including online platforms, social media fundraising, and donor engagement through digital platforms.

- Oversee the planning and timely release of key First Step publications, including donor newsletters, the annual report, and impact or stewardship communications for funders and supporters.

Supervision:

- Lead and mentor philanthropy staff, fostering collaboration, accountability, and development.
- Set clear goals and performance metrics for the team.
- Supervise staff and projects, including events and fund drives.
- Cultivate a positive agency culture and encourage participation in philanthropic efforts.
- Delegate and oversee administrative tasks including reporting, CRM management, and donor acknowledgements.

Board of Directors Support:

- Act as primary staff liaison to the Board and philanthropy committee.
- Support Board and Executive Director in achieving goals.
- Prepare reports and materials for Board meetings.
- Assist and train Board members in philanthropic communications and asks.

QUALIFICATIONS:

- A bachelor's degree in a relevant discipline preferred; professional experience in philanthropy with a minimum of 5+ years of progressive fundraising experience and executing strategies, including leadership roles required.
- Demonstrated experience in annual giving, CRM/donor database management, prospect research, donor acquisition, event management and planning, and background in donor publications (newsletters, annual reports, etc.). Experience with board and volunteer fundraising committees.
- A proven track record of building, cultivating, and stewarding relationships with individuals, corporations, and foundations to secure significant gifts, planned gifts, and corporate sponsorships.
- Demonstrate passion and enthusiasm for the agency's mission and possess strong knowledge of fundraising best practices, ethics, and principles, including evolving trends in solicitation and campaigns.
- The ability to manage multiple projects under pressure while achieving goals is critical, as is comfort with all forms of philanthropic asks (individuals, corporations, grants, events, etc.).
- A commitment to cultural humility, with experience integrating this approach into strategy and communications, is expected.
- Demonstrate compliance with funder requirements and deadlines, skill in setting and analyzing key performance metrics, and high levels of organization, reliability, and flexibility.
- Excellent verbal/written/interpersonal communication skills with the ability to inspire diverse stakeholders.
- Willingness to work flexible hours including evenings/weekends, and proficiency in Microsoft Office (especially Excel) are required.
- A valid Michigan driver's license, current insurance, background clearances, and reliable transportation are also required. Bilingual ability and the capacity to lift up to 30 pounds are a plus.

CLASSIFICATION: For purposes of employment standards, this classification is "exempt" from the overtime provisions of the Fair Labor Standards Act. This is a full-time, salary position.

SALARY AND COMPENSATION: Base salary, commensurate with experience. Exceptionally qualified candidates may negotiate a performance-based bonus. Comprehensive benefits package includes medical, dental, vision, 401k match, life and LTD insurance, PTO, floating holidays, agency closure days, ESTA, and flex time.

To apply, please send your updated resume in word format to: resume@spragginsrecruiting.com