



## Position Description

### Philanthropy Director

**Sterling Search Inc.** has been exclusively retained to recruit for the **new Philanthropy Director (PD)** for **Community Action Partnership of Orange County (CAP OC)**.

#### About CAP OC

*Community Action Partnership of Orange County is*

#### EPIC

We live our values of

*Excellence, Proactiveness, Innovation, and Collaboration* with more than 100 employees and a budget of over \$24 million to help people and change lives.



#### Community Partnership & Services

Implementing programs and services in nutrition education, physical activity promotion, policy, systems, and environmental change, advocacy, community building and sustainability efforts, and training.



#### Energy & Environmental Services

Utility assistance programs helps low-income clients who need assistance paying their utilities, receive discounts, receive assistance during crisis and learn through consumer education how to conserve energy and reduce their energy burdens that results in savings.



#### Orange County Food Bank

Make a positive impact in people's lives by helping them meet basic needs and strengthen their support system. The OC Food Bank works with nearly 400 local charities, soup kitchens, and community organizations to end hunger and malnutrition.

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil, and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

Our mission is to end and prevent poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community. In January 2018, CAP OC hired President & Chief Executive Officer, Gregory C. Scott to lead CAP OC in their mission to continue to alleviate poverty in Orange County through bold leadership, innovative programming, strategic partnerships, and the creation of an **EPIC** culture.

As part of the bold leadership initiative, Scott has launched the **EPIC** culture which supports and embodies the **EPIC** values:

- Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up-to-date innovations within our industry. Together we continually assess and improve the way we work and enhance the strategies we utilize to meet the needs of our community.
- Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to create and sustain financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation which drives us to go above and beyond to create a system of change and cutting-edge programs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.
- We are a team of high **INNOVATION**. We value the work we do, the people we serve, and we treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing our ideas, and we are not afraid to try new things that increase our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.
- Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

## **PHILANTHROPY DIRECTOR**

Under the direction of the Vice President of Philanthropy, the Philanthropy Director will ensure operational efficiency and effectiveness of all fundraising efforts. She/he will build long-term, sustainable philanthropic support that impacts the lives of hundreds of OC residents. The Philanthropy Director plays a critical role in the vision, work, and impact of *Community Action Partnership of Orange County's*

initiatives. The Philanthropy Director will plan and execute resource development strategies, monitor progress towards goals, and provide leadership and direction to the fundraising team.

Additionally, the successful candidate will benefit from joining the organization during a pivotal trajectory of growth, at the beginning of a 5-year strategic plan that includes a multiphase 5–7-year capital campaign. In addition to creating a world class campus, the campaign will also focus on key programmatic growth areas including workforce wellness, economic innovation, entrepreneurship, and youth engagement and empowerment.

This position will work an office/remote hybrid schedule as determined by the Vice President of Philanthropy.

### **ROLES AND RESPONSIBILITIES**

- Provide leadership and direction to assigned staff (Donor Relations Coordinator and Database Coordinator) in support of resource development and marketing.
- Ensure operational efficiency and effectiveness, and oversee administrative elements such as gift processing, tracking, and follow-up.
- Manage and coordinate CAP OC's fundraising efforts with a focus on foundation support and other institutional donors.
- Oversee the grants management process, including collection and analysis of data, tracking, and reporting.
- Manage and oversee annual giving campaigns, including direct mail, and provide direction and oversight to the direct mail vendor.
- Prepare and seek approval for corporate and foundation proposals to support CAP OC, using current cultivation and solicitation materials, while managing external consultants.
- Oversee the coordination and planning of logistics for special events, including securing sponsorships and gifts; work with internal staff to obtain any needed certificates of insurance, permits or other documents.
- Serve as project manager when assigned special projects in support of various fundraising projects/initiatives.
- Other duties as assigned.

### **MANAGEMENT ACTIVITIES**

- Prepare action plans for individual staff to accomplish the scope of work within agreed-upon deadlines and secure philanthropic funding to achieve personal and departmental goals.
- Oversee the recruitment, selection, onboarding, training, supervision and evaluation of assigned staff.
- Evaluate, prepare, and conduct performance reviews on assigned staff by utilizing EPIC values.
- Ensure assigned staff is following all CAP OC policies, procedures, and guidelines, especially all safety standards and procedures.
- Handle coaching and discipline of assigned staff with support from VP of Philanthropy and Human Resources.
- Conduct management duties assigned in the Paycom system.
- Other duties as assigned.

### **THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN THESE AREAS:**

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of a diverse workforce and resources.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Monitoring and assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Motivating, developing, and directing staff as they work, identifying the best staff, vendor, or consultant for the job.
- Managing one's own time and the time of others.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Using Raisers Edge and the ability to instruct staff on usage.

#### **IDEAL CANDIDATE MUST BE:**

- Customer-service Driven: Establish and maintain rapport with staff, government agencies, funders, individuals, corporate business partners, vendors, and participants from culturally diverse backgrounds.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of CAP OC.
- Task Oriented: Work independently, manage multiple tasks, and demonstrate good judgement skills.
- Creative/Innovative: Develop new and unique ways to improve the processes of the organization and to create new opportunities.
- Decisions Maker: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- Language skilled: Demonstrate verbal, reading and written fluency with English; if bi-lingual must be able to translate orally and in writing from/to English and a second language.
- Mathematical: Ability to add, subtract, multiply, divide, and determine percentages in order to have sound calculations for reporting and billing purposes.
- Computer literate: Competently use the Internet, Microsoft Office (Word, PowerPoint, Excel Access, Outlook), and Raisers Edge via an office/laptop computer, PC Tablet/Notebook, I-Pad. Ability to operate a camera, printer, projector, copier, cell phone and/or other electronic devices.
- Office/Remote Work Environment: Ability to work remotely, hybrid remote/office or office schedule while managing direct-report staff who may also work remotely, remote/office or office schedule.

#### **EDUCATION AND EXPERIENCE**

Bachelor's Degree or at least 5 -7 years related experience. At least 5 or more years direct management experience.

#### **TRAVEL**

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is local within the Orange County area during the business day using personal vehicle. Possible travel may be during evening hours, weekends and possible out-of-the-area and overnight travel.

### **THE PROMISE OF COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Compensation up to \$110,000 and a competitive compensation package will be offered to attract an outstanding candidate.

Please send resumes to:  
Sterling Search, Inc.



**[Julie@sterlingsearchinc.com](mailto:Julie@sterlingsearchinc.com) or [Linda@sterlingsearchinc.com](mailto:Linda@sterlingsearchinc.com)**

**Call/Text: 310 909 4897 or 714 388 8602**

Direct all correspondence, emails and telephone calls to Sterling Search, Inc.

Any resumes sent or telephone calls made to CAP OC will be redirected to Sterling Search, Inc.

To apply please go to:

**<https://www.sterlingsearchinc.com/pd-capoc>**

***CAP OC is an Equal Opportunity Employer***