

## OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

### ***Philanthropy Director***

Under the direction of the Chief Development Officer, the Philanthropy Director will ensure operational efficiency and effectiveness of the programs supporting fundraising efforts are aligned to build sustainable support in impacting the lives of hundreds of residents; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives.

## WHO WE ARE

Born out of the War on Poverty nearly 60 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.

CAP OC hires professionals who support and embody the following **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 to 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 financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. 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 treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases 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.

We have remained true to our mission *"We seek to end 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."*

## VALUES

In addition to our EPIC values our external values are as follows:

**Leadership**

We are guiding critical shifts in how people think and act to address the root causes of poverty

**Collaboration**

We bring together all capable partners to achieve transformative results

**Trust**

For over 50 years, the community has counted on us to empower those in need

**Compassion**

We treat each person we serve respectfully and with great care

**Justice**

We are passionate about advocating for those living in poverty and creating equity throughout the region

**WHAT YOU WILL ACCOMPLISH IN THIS ROLE**

Philanthropy Director will plan and execute resource development strategies, monitor progress towards goals, and providing leadership and direction to the Development staff.

This position will work an office hybrid schedule as determined by the Chief Development Officer

The salary range for this position is \$100,000 to \$110,000 and is commensurate with experience.

**ROLES AND RESPONSIBILITIES**

- Provide leadership and direction to assigned staff in support of development and marketing and communications
- Manage and coordinate CAP OC's fundraising efforts with a focus on foundation and other institutional donors.
- Manage the Grants Management process, including collection and synthesis of data, tracking, and reporting.
- Manage and oversee annual giving campaigns including direct mail.
- 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 obtaining sponsorships and gifts; work with internal staff to obtain any needed certificates of insurance, permits or other documents.
- Serve in a project management capacity and be assigned special projects in support for various fundraising projects/initiatives.
- Other duties as assigned.

**MANAGEMENT ACTIVITIES**

- Prepare action plans for individual staff to accomplish the scope of work required within timeframe and funding amount 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 discipline of assigned staff with support from the Chief Development Officer and Human Resources.
- Conduct management duties assigned in the Paycom system.
- Other duties as assigned.

### **THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN**

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, 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.

### **IDEAL CANDIDATE MUST BE**

- Customer service focus: Establish and maintain rapport with staff, government agencies, private industry 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), database systems 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: Incumbent is expected to be in office three days a week and two days remote. Ability to manage direct-report staff who may also work remotely, remote/office or office schedule.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in business, management or related studies or at least 5+ years related experience. At least 3 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.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, sit, stand, kneel, crouch, crawl, twist, turn, climb, walk, bend at the waist, talk and hear, use of hands and fingers, twisting of wrists, smell, vision abilities include close vision, distance vision, color vision, ability to adjust focus, and prolong manual dexterity of wrist and fingers, and prolong computer work. The employee must regularly lift and/or move objects up to twenty-five (25) pounds. Work environment for this role is predominantly indoors, may be called upon to work special events which may be held outdoors in varying temperatures and weather conditions.

### **MEDICAL EXAMINATION AND BACKGROUND CHECK**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Community Action changes people's lives, embodies the spirit of hope, improves communities, and 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.

### **HOW TO APPLY**

Please Apply at Community Action Partnership of Orange County's website at [www.capoc.org](http://www.capoc.org).

