

Job Description for Director of Philanthropy of the Wilford Woodruff Papers Foundation

The mission of the Wilford Woodruff Papers Foundation is to collect, transcribe, digitally preserve, and publish Wilford Woodruff's records to proclaim that Jesus Christ has restored his gospel and continues to reveal his will through his prophets.

We are looking for an experienced Director of Philanthropy to support the mission of the Foundation by coordinating, correlating, and leading the fundraising and donor interaction activities of the Foundation. The Director of Philanthropy reports to the President of the Foundation.

Director of Philanthropy Responsibilities:

- In cooperation with the President and the Board of Directors, create a strong fundraising message that appeals to potential donors;
- Coordinate, correlate, and lead fundraising and donor relationship building;
- Identify, contact, cultivate, and develop philanthropic financial support for the work of the Foundation;
- Maintain accurate records of donor information in Foundation's online system;
- Train and direct volunteers, Board members, and Advisors to articulate and build a community of people who understand the importance of the Wilford Woodruff Papers Project and who are willing to contribute to it financially and personally;
- Develop and maintain beneficial relationships with major-gift donors;
- Identify and improve communication with donors so they understand what their donations are making possible and continue to support the Foundation's mission with their time, talents, and treasure;
- Use online platforms to raise donations;
- Evaluate the success of previous fundraising approaches with major-gift donors;
- Ensure compliance with all legal requirements for fundraising; and
- Ensure that all state and federal reporting requirements are satisfied.

Director of Philanthropy Requirements:

- Three years of successful employment in a fundraising-focused position(s).
- Bachelor's degree in communications, public relations, marketing, or equivalent experience in a similar field.
- Ability to quickly create rapport with potential donors and maintain a good relationship with them throughout the donor lifecycle.
- Excellent communication and interpersonal skills.
- Excellent computer and data-management skills.

Pay range commensurate with experience and abilities.

The Wilford Woodruff Papers Foundation offers only remote positions. To apply, send your resume/CV and a cover letter stating your reasons for supporting the mission of the Wilford Woodruff Papers Foundation to contact@wilfordwoodruffpapers.org.