



Phoenix Center

Prevent • Treat • Recover

The Phoenix Center is seeking a **Director of Development and Mission Advancement** to support the work of The Family Effect, its primary philanthropic partner.

The Phoenix Center has a **50-year legacy** of serving and loving the most vulnerable in our community – those affected by alcohol and other drug use. We provide an array of evidence based high quality prevention and treatment programs in Greenville County and beyond. Approximately 15,000 individuals are served each year through the Phoenix Center’s broad continuum of services. An additional 3,000 children are impacted indirectly by these life-saving services because they live in the home of a person who is in a Phoenix Center program.

We know that **1 in 4 children** live in a home where alcohol is abused; and **1 in 8 children** live in a home where other drugs are abused. Children who have been exposed to substance use often have **trauma-related behavioral concerns and developmental delays**. Without intervention, these children often perform poorly in mainstream school, enter the juvenile justice system or other institutional care, and are more likely to begin substance use at a young age.

But there is hope. With early identification and treatment, we can help these children “catch up” to other children their age. As Phoenix Center staff work with these children, they are often able to provide other evidence based services to the whole family. This **family centered care** is crucial to sustaining positive long term outcomes for all of us.

The Family Effect supports the Phoenix Center’s mission by recruiting volunteers, securing additional funds, and increasing awareness of available services.

The Greenville community is one of the **fastest growing cities** in the US and for good reasons. We are a vibrant community who cares about our neighbors, gets involved in social issues that affect our most vulnerable, and invests in solutions that address these social issues.

If you are looking for a way to make a difference in our community by pouring positive energy into the lives of others who are less fortunate, we are the right place for you. As the Director of Development and Mission Advancement, you will see firsthand the incredible journey that families endure for the sake of recovery. You will witness their resiliency and the incredible support they receive from our loving community. **This will be the easiest and hardest job you will ever have and you will be blessed in more ways than one.**

If you are mission focused with a heart for service, we encourage you to join our team as we serve and love our community.

Employment benefits include SC State retirement and disability; dental, vision, and medical coverage; life insurance; generous holiday, annual, and sick leave; access to high quality training, pet insurance and bereavement; comfortable office environment with option to work from home; flexible dress code; active Diversity, Equity, and Inclusion teams; pronoun of choice; and many other excellent benefits.

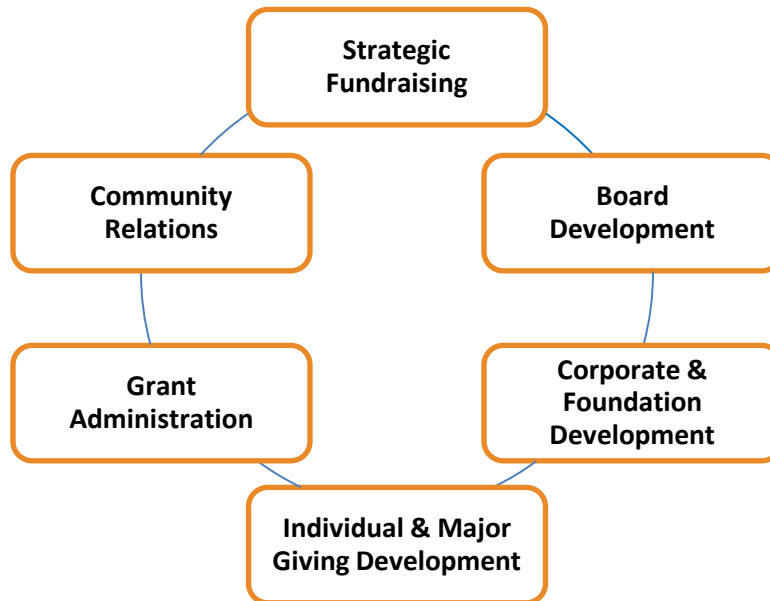
Please apply online: <https://lnkd.in/g3cT7vvH>

You may also contact Shawn Tobin, HR Director for further information stobin@phoenixcenter.org

Phoenix Center is an Equal Opportunity Employer

Director of Development and Mission Advancement Summary

Under the general supervision of the Chief Executive Officer, this position is primarily responsible for daily implementation and oversight of the Agency's development strategy. The Director of Development and Mission Advancement (DODMA) works with the CEO to support The Family Effect Board in meeting its established goals related to donor engagement and retention.



Functions:

Strategic Fundraising:

Creates annual and long-term fundraising goals, plans, budgets, and strategies in collaboration with CEO and the Family Effect Board and leads the implementation of the plans and strategies.

- Leads the Agency in the development and implementation of its comprehensive fundraising strategy.
- Leads strategies and research to identify, prioritize, cultivate, solicit, and recognize investors/potential investors.
- Constantly strategizes, seeks funding, and cultivates relationships with local businesses, civic groups, the faith community, individuals, etc.
- Strategizes on portfolio assignments and fundraising goals to maximize gifts to the Agency and contributes to goal setting and the refinement of processes and procedures.
- Plans and coordinates staff, board, and volunteer support for 2 annual signature events and several smaller events throughout the year, with an emphasis on recruiting and involving Board members and volunteers in the planning and execution of those events and other fundraising activities.
- Manages all development systems and strategies, including donor relations and management, corporate philanthropy, and major fundraising appeals.

Board Development:

Maintains a strong partnership with the Board of Directors and provides solid leadership and management to ensure that the mission is the catalyst for all strategic decisions.

- Works alongside the CEO and Executive Committee to recruit new board members.
- Delivers a monthly report to the Board of Directors.
- Works with the CEO and the Finance Director to strategically plan for the future reserves and endowment of the Agency, including keeping the Agency's gift acceptance policies updated.
- Engages Board of Directors as strategic thought partners in actively advancing annual fundraising goals.
- Prompts the CEO where there are donor cultivation needs or opportunities.

Corporate & Foundation Development:

Builds and maintains meaningful relationships with corporate and foundation contacts to ensure they are experiencing world-class service leading to financial stability and resource management for The Phoenix Center.

- Maintains a robust pipeline of corporate and foundation support that will lead to the solicitation of funds and the generation of revenue opportunities.
- Partners with board members to identify, cultivate, and steward current and prospective donors.
- Coordinates the identification and solicitation of potential foundations and corporate donors through meetings with the CEO, Board members, Development team, and others throughout the Phoenix Center and its stakeholders.
- Prepares concept papers, corporate pitches, proposals, grant applications and progress reports.
- Ensures intentional stewardship of current donors, ensuring renewal of funding and building of strong relationships.

Individual and Major Giving Development:

Activates individuals in new ways while enhancing and growing current relationships. Builds and maintains meaningful relationships with high-net worth individuals to ensure that all donors are experiencing world-class service leading to financial stability and resource management for The Phoenix Center.

- Develops and implements strategies for solicitation that will grow annual revenue from individuals and major donors: manages all appeal campaigns, manage, and monitor online giving initiatives, works collaboratively with other program areas to advance fundraising goals.
- Creates initiatives to expand prospect pipeline by accessing new and leveraging existing networks.
- Maintains a dynamic portfolio of high-net-worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts.
- Improves, integrates, and executes best practice moves management and prospect strategy functions.
- Leads stewardship and recognition of donors: legacy, planned, and major donors.

Grants Administration:

Builds a comprehensive strategy for maintaining and increasing support from grants.

- Prepares letters, grant proposals and other reports or materials needed for effective cultivation and solicitation of current and potential investors.
- Writes or oversees the writing of grant proposals and grant evaluations reports.

Community Relations:

Sets vision, builds credibility, and takes calculated risks in implementing strategies that will facilitate growth, with the ultimate goal of The Family Effect being the premier funding agency in Greenville.

- Engages stakeholders in an authentic manner, “meeting people where they are.” Looks for opportunities to further the Agency’s brand and implements chosen strategies.
- Demonstrates a proven record of considerable success working through a network of relationships and strategic partners to achieve a high level of sustained visibility and community engagement for The Phoenix Center and The Family Effect.
- Oversees development and distribution of public awareness materials and appeals.
- Leads by example in the area of visibility and engagement through participation in community events and initiatives that will promote The Phoenix Center and The Family Effect brand and mission.
- Develops and implements a solid and proactive communication strategy; participates on Communications Committee to ensure effective development and maintenance of social media across all approved platforms.
- Actively supports a trauma informed and responsive work environment as demonstrated in the 5 core values of safety, trustworthiness, choice, collaboration, and empowerment.

Requirements:

Background and Experience

- Bachelor’s degree in business, marketing, communications, or related field. Advanced degree highly desired.
- At least 5 years in corporate, foundation, or non-profit business development with 2 of those in a lead position.
- CFRE is also highly desired.
- Demonstrated success in meeting organization’s goals related to marketing, fundraising, donor development, volunteer engagement, and public relations.

Skills, Knowledge and Abilities:

- Thorough knowledge of current fundraising techniques and trends, including tax laws pertaining to gifts/donations, and grant writing experience.
- Excellent verbal and written communication skills.
- Ability to build relationships, sell and secure commitments, manage difficult or complex situations and/or people with tact, confidence, and diplomacy.

- Flexibility and willingness to take on additional duties/responsibilities and handle multiple tasks/projects with shifting priorities in a fast-paced, rapidly changing environment.
- Self-starter who can work independently with minimal direct supervision and who can at the same time work well with a team.
- Well-developed interpersonal and communication skills and willingness to communicate with a wide variety of individuals – from program participants to donors.
- Ability to manage data with accuracy.
- Organized, responsive, analytical, and attentive to detail.
- Strong ethical standards; ability to create trust and integrity with co-workers, customers, and community.

About Greenville

Greenville, South Carolina is in the northwest corner of the state (the foothills of the beautiful Blue Ridge Mountains). The Upstate is a vibrant commercial corridor, putting it in the top ten markets for economic development in the United States.



Greenville is well-connected to surrounding states and popular cities such as Charlotte and Atlanta. It's also conveniently a few hours away from the East Coast including popular destinations areas like Myrtle Beach or Charleston, SC as well as quaint mountain towns like Asheville, NC and the Blue Ridge Mountains. The climate is lovely throughout the year with mild winters, only snowing maybe one time a year, and warm summers giving you no excuse not to have a pool party or spend the day on the lake.

Greenville is served by Greenville County Schools, the largest public school system in the state and the 45th largest school system in the country. Nine of the district's 11 magnet academies are located in the city of Greenville, as is A.J. Whittenberg Elementary School, one of the first elementary schools in the country to offer a school-wide engineering curriculum. Greenville is also home to seven charter schools and a number of highly accredited private schools ranging from K-3 to high school. The South Carolina Governor's School for the Arts and Humanities, the state's premier school for artistically talented high school students, is located in downtown Greenville. Many nationally recognized colleges and universities are or have located branch campuses within the city including Furman University, Bob Jones University, Clemson University, University of South Carolina School of Medicine, and University of South Carolina Darla Moore School of Business.

Home to corporate headquarters for major companies like Fluor and Hubbell Lighting, Greenville is widely recognized as the preeminent economic center of the Upstate. Complementing Greenville's robust business climate is an unprecedented array of community assets ranging from the Peace Center for the Performing Arts to picturesque Falls Park. Greenville's 500 acres of parkland, collection of unique boutiques and restaurants alongside major sports and entertainment arenas deliver limitless recreation opportunities to residents and visitors alike.

Previously named as one of "The South's Tastiest Towns" by Southern Living, Greenville's cuisine game is spot on. With more than 1,000 dining options in the county, 110 of which are located right in downtown, you'll discover diverse cuisines ranging from traditional southern favorites like BBQ to modern dishes made from fresh, local ingredients.

If you enjoy the outdoors, there are numerous options for you to do including Greenville's famous Swamp Rabbit Trail which is a 22-mile-long trail, perfect for walking or cycling along the Reedy River. If you like peanuts and cracker jacks, you can cheer on one of the local minor

league baseball teams, the Greenville Drive, a Class A affiliate of the Boston Redsox. New to the city as of 2018, the Greenville Triumph Soccer Club is a member of the United States League, the largest and fastest growing professional soccer organization in North America.

For information on Upstate South Carolina, see:

- <https://www.greenvillesc.gov/>
- <https://www.visitgreenvillesc.com/travel-info/visitors-guide>
- <http://www.visitgreenvillesc.com/things-to-do/downtown/>