# Director of Philanthropy

Job Description

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| **Reports to** | Vice President for Philanthropy & Southern Delaware |
| **Supervises** | Philanthropy Officer, Northern Delaware |
| **Classification** | Full-time, exempt • Philanthropic Services |

## Background:

The Delaware Community Foundation (DCF) is a nonprofit organization focused on partnering with philanthropists to build opportunity in Delaware. Our mission is to strengthen Delaware through community-based philanthropy.

At the DCF, we help people give with impact to the causes they care about and build assets for long-term support of communities statewide. We celebrate the joy of philanthropy and honor the instinct in all of us to give back to our communities.

Each employee of the DCF is expected to embody and pursue the core values of the DCF, including serving with joy, engaging inclusively, pursuing excellence, and leading with integrity.

## Position Summary:

The Director of Philanthropy plays a key role in the DCF's efforts to grow its assets in order to increase the impact of philanthropy in Delaware. The Director exemplifies the DCF's commitment to excellent donor service and inspires fulfillment of our Donor Promise — to help people give with joy and confidence — throughout the entire organization.

Working closely with the Vice President for Philanthropy & Southern Delaware, the Director provides high-level stewardship and support for major fundholders and supports the development strategy that aims to lead to significant growth of assets. The primary, though not exclusive, focus of this position is the geographic region above the C&D Canal. The Director is the primary lead on tracking major prospects, delivering expanded donor services and expanding and stewarding the DCF's professional advisor network.

The Director is part of the Philanthropic Services team, reports to the Vice President for Philanthropy & Southern Delaware and supervises team members.

## Key Responsibilities:

### Donor Services and Fundraising

- **Manage major donor prospects,** tracking prospects and providing high-level stewardship, cultivation and solicitation for individual and organizational fundholders, in partnership with the Vice President for Philanthropy & Southern Delaware, to establish or grow funds at the DCF for the benefit of the community.
- **Expand and steward the network of professional advisors,** identifying new advisors, providing education and support, and ensuring effective and responsive stewardship.

- **Help develop and achieve annual and multiyear fundraising goals** in collaboration with the Philanthropic Services team.
- **Lead the development of annual fundraising support** for operating funds and special projects, whether through sponsorships, unrestricted fundraising or other strategies, including the design of campaigns, events and activities that cultivate and steward donors and inspire increased giving through our demonstrated impact in the community.

### Administration

- **Coordinate and provide administrative support** to the Development Committee.
- **Collaborate with the Philanthropic Services team and colleagues across the DCF, including Finance,** on fundraising reporting, analytics and metrics that evaluate the effectiveness of our strategies and tactics.

### Team Leadership and Development

- Supervise Philanthropy Officer, Northern Delaware and support team members providing guidance and coaching toward fundraising and donor service goals.

*Responsibilities and priorities may be added or removed from time to time.*

## Professional Development:

The DCF supports the growth of this position through continuing education and credential maintenance, professional association memberships, conference attendance and training on the tools and technology relevant to the role. An annual development plan is established with the supervisor as part of the performance review process.

## Core Competencies:

**Donor Relationship Building.** Cultivates and stewards major donor relationships with warmth and professionalism, consistently meeting and exceeding fundraising goals.

**Professional Advisor Engagement.** Identifies, educates and supports professional advisors, ensuring the advisor network is stewarded effectively and responsively.

**Knowledge of Delaware's Philanthropic Landscape.** Brings a strong network and understanding of the state's unique philanthropic landscape, including the region above the C&D Canal.

**Strategic Fundraising.** Contributes to annual and multiyear fundraising goals and to campaign planning that grows assets and expands the DCF's impact.

**Communication.** Writes and speaks clearly and persuasively with donors, advisors, colleagues and committee members.

**Collaboration.** Works effectively with the Philanthropic Services team, the Development Committee and colleagues across the DCF, including Finance, to achieve shared goals.

**Leadership.** Models the DCF's Donor Promise and core values, and guides colleagues toward excellent donor service.

## Candidate Profile:

### Required Qualifications

- Bachelor’s degree or equivalent experience
- Five or more years of direct fundraising experience building and stewarding donor relationships to meet and exceed fundraising goals
- Strong network and understanding of the unique philanthropic landscape in Delaware
- Excellent communication and writing skills
- Strong judgment, integrity, and discretion in handling confidential information

### Preferred Qualifications

- Prior success working in a major gift and/or endowment campaign and strong understanding of planned giving process

### You might be a great fit if you

- Have five or more years of fundraising experience building and stewarding donor relationships
- Know Delaware's philanthropic landscape and bring a network to match
- Communicate clearly and persuasively, in writing and in person
- Exercise sound judgment and discretion with confidential information
- Find joy in helping people turn their generosity into lasting impact

Experience with major gift or endowment campaigns and planned giving is a plus.

### What we offer

The DCF offers a comprehensive benefits package for full-time employees, including:

- Medical, vision and dental insurance
- Short-term and long-term disability insurance
- Employer-paid term life insurance
- Delaware Paid Family and Medical Leave
- 403(b) retirement plan with an employer contribution
- Generous paid time off and paid holidays
- Hybrid work schedule

We also support your growth through continuing education, credential maintenance, professional association memberships and conference attendance.

## How to apply

Applications will be accepted through November 20, 2026, with an expected start date in January 2027. You will also be asked to respond briefly to five questions about your experience.

Employment opportunities are available to all qualified applicants; selections are based on education, experience, ability, and performance. DCF provides all people with equal employment opportunities regardless of race, color, religion, ethnicity, sex (including reproductive health decisions, pregnancy, and related conditions), marital status, family responsibilities, age, national origin, sexual orientation, gender expression and identity, veteran status, disability, having been the victim of domestic or sexual violence or stalking, genetic information, housing status, and any other status protected by law.