**Manager of Philanthropy and Marketing**

Rebuilding Together Valley of the Sun (RTVOS) is a safe and healthy housing organization dedicated to improving lives and preserving affordable housing. We provide critical repairs and accessibility modifications at no cost to service recipients. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods and communities across the Phoenix metro area.

Our efforts are strengthened by partnerships and collaborations with individuals, government agencies, private businesses, skilled craftspeople, civic organizations, churches, and community volunteers. Our mission to repair homes, revitalize communities and rebuild lives supports our vision of safe and healthy homes for everyone.

The Manager of Philanthropy and Marketing is responsible for supporting the financial and public relations goals of Rebuilding Together Valley of the Sun.

Reporting to the Executive Director, the Manager of Philanthropy and Marketing directs RTVOS’s fundraising efforts and leads marketing and social media outreach. They are also responsible for organizing, executing, following up, and reporting on RTVOS’s fundraising events. The Manager drives fund development and communications activities and collaborates with staff to support engagement and relationship building with stakeholders and prospects.

As a staff person, you will be a member of our small, but mighty, work family. We care deeply about each other and the clients we serve. We value creativity, integrity, and empathy as we strive to build our team to reflect the diverse populations we serve.

**Essential Requirements**

*The ideal candidate will possess many of the following skills and experience:*

* Demonstrated knowledge and experience in development and grant writing
* Demonstrated understanding and ability to secure gifts from foundations, corporations, individuals
* Strong analytical skills, attention to detail, use of creativity, insight, and a problem-solving approach to new and existing projects
* Experience in website and social media management
* Experience developing visuals and marketing materials
* Experience in database management, preferably Salesforce.
* Ability to create a cohesive and compelling story that inspires funders to action
* Solution oriented, entrepreneurial, can-do attitude
* Ability to work both collaboratively and independently
* Evidence of strong organizational skills, including the ability to function effectively in a multi-tasking environment.
* Proficient in Microsoft Office (Word, Excel, PowerPoint)
* Metrics and process oriented
* Proven ability to exercise good and independent judgment; consistent follow-through; ability and inclination to act strategically and respectfully
* Demonstrates comfort with a range of personalities from differing socio-economic spheres
* Excellent written and oral communication skills

**Manager of Philanthropy and Marketing Job Responsibilities**

Fundraising (45%)

* Implement a formal fundraising program for the organization, concentrating on individual gifts, grants, and fundraising events to raise $800,000 + in the first year
* Implement Stewardship plan
* Participate in annual budget process
* Develop annual advancement plan
* Plan and manage fundraising events
* Manage moves to upgrade volunteers to donors
* Develop and coordinate gift and grant acknowledgements; reconcile pledges and gifts with in-house accounting systems.
* Become advocate for organization’s mission and vision
* Maintain organization's development database
* Work with Executive Director to cultivate major gifts
* Plan development outreach and donor engagement activities
* Conduct donor and prospect research on individuals, foundations and corporations to support development goals; research and strategize new government and private funding opportunities
* Draft correspondence to donors
* Organize donor-centric cultivation events, ranging from receptions to an annual fundraising event
* Work with key volunteers and staff to identity those who have a passion for the mission

Board Support (5%)

* Provide regular updates/reports on progress and activities to Executive Director and Board members
* Support Board of Directors fundraising activities
* Attend Board of Directors and committee meetings as requested

Grants Management (30%)

* Coordinate grant proposals and submissions: work closely with program staff in the development of funding proposals; prepare and organize materials for proposal submissions; along with program staff, coordinate budget preparation for proposals; ensure proposals are completed within deadlines; submit and monitor grant applications.
* Ensure compliance with grant management policies and procedures; ensure the quality and timeliness of grant reporting.

Marketing and Public Relations (20%)

* Create written and visual communication for external stakeholders.
* Consistently promote RTVOS’s work and accomplishments, activities and needs on social media, traditional media and through e-newsletter.
* Create post-project recognition for project partners and arrange delivery, photo-ops, and other means to thank and recognize supporters.
* Manage the organization’s website and social media outlets.
* Provide events support and serve as an event rep as needed or assigned.
* Ensure exceptional customer service when dealing with volunteers, staff, donors and the public.
* Create annual impact report

**Position Qualifications:**

* 3 or more years demonstrated fundraising success
* Demonstrated success in grants won, especially government funding
* Advanced knowledge of fundraising and nonprofit marketing best-practices
* 3 or more years successful experience in marketing, website, and social media management
* Strong community connections
* Ability to maintain a high degree of confidentiality and responsibility
* Strong interpersonal skills and an ability to communicate effectively in person, in writing, and by phone
* Skilled with Canva, Publisher, or similar tools
* 2 or more years experience planning and executing special events
* Ability to work both independently and as part of a team
* Problem solver who can take initiative and set priorities while being flexible
* Ability to represent the organization in outside venues
* Highly organized and able to handle multiple projects and interruptions
* Knowledge of Salesforce, Microsoft Office applications, and social media tools
* Bilingual a plus
* Ability to work occasional weekend or evening

**Compensation:** Starting salary is $58,000-$62,000 depending on experience. RTVOS offers health, vision, dental, vacation, 7 paid holidays, and sick leave.

**Location:** This position is Remote but candidate must reside in Phoenix-metro area.

**Confidential Application Process:** Email your cover letter (Word or PDF document) summarizing your interest, fit with qualifications, and experience along with a current resume to [kelly@rtvos.org](mailto:kelly@rtvos.org). Please note “Philanthropy” in the subject field.

**Location:** This position can be Remote but candidate must reside in Phoenix-metro area.

RTVOS offers health, vision, dental, vacation, 7 paid holidays, and sick leave.

  RTVOS provides equal opportunity employment without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.