Senior Director, Philanthropy

WesleyLife

Position Summary

The Senior Director of Philanthropy develops philanthropic relationships and fundraising opportunities that support organizational priorities. This position manages a portfolio of donors and prospects, develops fundraising strategies and proposals, collaborates with organizational leaders on philanthropic initiatives, and represents the Foundation with donors, volunteers, and community stakeholders.

Essential Job Functions & Responsibilities

Major Gifts & Donor Relations

- Manage a portfolio of major gift donors and prospective donors.
- Identify, cultivate, solicit, and steward charitable giving opportunities.
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- Prepare proposals, gift agreements, and donor communications.
- Partner with Foundation leadership on principal gift and campaign activities.

Philanthropic Strategy & Organizational Partnership

- Identify philanthropic opportunities that support organizational priorities.
- Partner with operational and executive leaders to develop philanthropic funding opportunities.
- Develop cases for support and funding proposals for programs, projects, and initiatives.
- Facilitate collaboration among donors, Foundation staff, and organizational leaders regarding philanthropic initiatives.

Community & Stakeholder Engagement

- Develop relationships with donors, professional advisors, community stakeholders, and philanthropic partners.
- Represent the Foundation at community, donor, and organizational events.
- Engage volunteers and community partners in philanthropic activities.

Foundation Leadership & Planning

- Participate in Foundation planning, budgeting, and fundraising initiatives.
- Provide recommendations regarding fundraising opportunities, donor engagement strategies, and philanthropic trends.

- Collaborate with Foundation leadership on development programs, campaigns, and strategic initiatives.

Donor Information & Reporting

- Maintain donor and prospect information within fundraising systems.
- Utilize donor and fundraising data to support planning, reporting, and donor engagement activities.
- Partner with the Director of Donor Data & Compliance regarding prospect development and donor information management.

Key Areas of Accountability

- Management of a major donor and prospect portfolio.
- Identification and development of philanthropic funding opportunities.
- Donor cultivation, solicitation, and stewardship activities.
- Development of fundraising proposals, gift agreements, and related donor communications.
- Collaboration with organizational leaders regarding philanthropic initiatives and funding priorities.
- Community and stakeholder engagement on behalf of the Foundation.
- Participation in fundraising campaigns, development initiatives, and Foundation planning activities.
- Maintenance and utilization of donor and prospect information.

Education & Experience

- Bachelor's degree in a related field or equivalent combination of education and experience.
- Five to seven years of experience in fundraising, business development, relationship management, philanthropic advising, or a related field.
- Experience managing major gift donors, donor portfolios, or comparable client and stakeholder relationships.
- Knowledge of major gift fundraising, donor stewardship, campaign fundraising, and philanthropic practices.
- Knowledge of donor databases and fundraising software applications.
- Ability to develop and maintain relationships with donors, advisors, community leaders, and organizational stakeholders.
- Ability to communicate effectively in individual, group, and written settings.

- Ability to collaborate across departments and coordinate activities involving multiple stakeholders.
- Ability to analyze information and develop recommendations regarding fundraising opportunities and donor engagement strategies.
- Experience using donor management systems; experience with Blackbaud Raiser's Edge preferred.

Why Choose WesleyLife?

At WesleyLife, you're not just starting a job — you're joining a purpose-driven community where your well-being, growth, and impact truly matter. With nearly 80 years of excellence in serving older adults, we empower our team members to thrive while making meaningful connections and changing lives every day.

WesleyLife is proud to be recognized as one of Senior Care’s Best Places to Work by WeCare Connect! We’re committed to a workplace where every team member is seen, heard, and appreciated.

Ready to Make a Difference?

We’re excited to meet people who share our passion for service, wellness, and community.

Apply today and help us continue to revolutionize the aging experience — the WesleyLife Way.