



## Director of Philanthropy

Philanthropy Department, Reports to Chief Executive Officer, Full-time, Remote with Travel

### Role Summary

The Policy Circle seeks an experienced philanthropy professional with a passion for our mission and a laser focus on fundraising to fuel that mission. The role involves working with internal and external stakeholders to promote a culture of philanthropy that fosters lasting relationships rooted in shared values. The ideal candidate is driven, goal-oriented, and highly relational. A proven track record of securing and sustaining five and six-figure gifts is required. Prefer a candidate that is familiar with the free market/liberty community and its donors. We have built a solid foundation and seek a Director of Philanthropy to grow the Philanthropy team and help scale The Policy Circle's reach and impact.

[The Policy Circle](#) (TPC) is a national nonpartisan (501c3) that informs, equips, and connects women to be more impactful citizens. Through educational programming, engaging events, and a proprietary, targeted civic leadership program, we are building an army of equipped and effective local leaders who value an open economy, personal agency, and innovation. Since 2015, TPC has built an authentic community of problem solvers who prize fact-based discussions that boost civic knowledge and catalyze civic action at the local level. With 15,000 in this growing community in 48 states, The Policy Circle is poised to dramatically increase its impact to ensure more value-aligned women secure roles that influence public policy and ultimately improve the lives of millions of Americans.

### Core Competencies/Values

Strategic	Relational	Collaborative	Motivated	Connected
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### Responsibilities include but are not limited to:

- In concert with the CEO, create a comprehensive philanthropy strategy that promotes mission achievement and financial growth
- Effectively steward portfolio of existing major donors and cultivate new potential funders
- Evaluate existing strategies and pipelines, make recommendations for improvements, and identify new opportunities/pathways to secure \$3M in 2024 with 20% growth every year thereafter.

- Evaluate, refine, and execute The Policy Circle's philanthropy plan with yearly and quarterly targets - monitor performance (using existing tools and metrics) and maintain accurate projections/pipeline to share with the Leadership Team
- Determine optimal roles and resources required to achieve fundraising goals and manage the Philanthropy budget
- Manage and develop the Philanthropy team (3-4 members) and other contracted support, including setting quarterly and yearly goals (using EOS model) and conducting weekly L10 meetings with the Philanthropy team
- Inform and inspire all team members to have a philanthropic mindset and seek out opportunities for cross-collaboration across departments to maximize fundraising and member engagement
- Identify and secure potential strategic partners/funders depending on initiative, event, or Policy Brief focus
- Evaluate and optimize existing systems for gift acknowledgment, benefit fulfillment, and donor communications for each level of giving alongside the Philanthropy Coordinator
- Develop and execute a mid-tier giving strategy to secure and steward gifts from new prospects
- Develop and execute (alongside team members from programming, leadership, and communications) grassroots giving, member drives, and end-of-year campaigns
- Develop and execute (alongside team members from events and communications) stewardship and cultivation events, as well as quarterly National Advisory Council virtual meetings
- Build Summit Sponsor Strategy and assemble/manage the team and resources needed to assist with sponsorship acquisition and fulfillment
- Utilize and maximize internal systems, especially Salesforce, to ensure Philanthropy team members track donations and maintain complete and accurate files for each donor/gift, including monthly reconciliation with the finance team

### Requirements

- 5-10 years of major donor fundraising experience and 3+ building and managing a team
- Demonstrated track record of raising five and six-figure gifts, building pipelines, and prospecting programs
- Established network and relationships amongst The Policy Circle ecosystem
- Adept with technology, especially GSuite, Basecamp (project management), and Salesforce
- College degree required
- Experience managing budgets, building forecasts, and creating reports for leadership/board review

### Important Considerations

- **Alignment with TPC Values** - [The Policy Circle's mission and agreement with Core Values.](#)

- **Passion for Mission & Community** - the best part of TPC is the people we get to work with and serve. You must enjoy our community, respect TPC values, and embody our can-do, problem-solving culture. Living out our mission by being civically involved is encouraged on our team.
- **Strategic & Entrepreneurial** - possess the ability to think through 2nd- and 3rd-order effects when creating processes and systems and be a creative builder that will help lead The Policy Circle into its next chapter of growth and impact.
- **Top Notch Communicator with High EQ** - be concise and compelling with written and verbal communication with the ability to read/adjust to a wide range of audiences/stakeholders.
- **Curious & Open** - the culture of TPC is one of lifelong learning and constant curiosity. We are open to learning new skills, exploring new topics, and connecting the dots between policy, politics, business, social impact, nonprofits, and current events.
- **Travel & Speaking** - Travel independently and with the CEO to assist in relationship building and meeting follow-up (average 4-5 days per month traveling with less travel in summer months). Confident public speaker or willing to develop that skill to represent TPC at meetings, conferences, and in media if needed.
- **Independent & Autonomous** - must be comfortable with fully remote work environment that maximizes autonomy and flexibility, requiring discipline, self-motivation, and systematic approaches to prioritize projects and workload.
- **Agility & Stamina** - The Policy Circle is a rapidly growing, highly entrepreneurial organization that requires mental agility and the ability to maintain a significant and sustained work pace.
- **Fun** - we work hard and take our mission seriously, but enjoy spending time together as a team. We love celebrating success and life events.

## Hours & Status

Full-Time Remote Role: high flexibility and autonomy with Friday afternoons off

Salary Range: \$145,500 - \$175,000 based on experience and fundraising track record

TPC benefits package is worth \$20k, including medical, dental/vision, life insurance, short-term disability, and a cell phone stipend. We offer a 401k matching program and a generous time off policy with company holidays.

This Job description is not all-inclusive, and specific activities, duties, or responsibilities may be required of the employee.

If interested, please email your cover letter and resume to [sblakeley@thepolicycircle.org](mailto:sblakeley@thepolicycircle.org) and [sjhill@thepolicycircle.org](mailto:sjhill@thepolicycircle.org)

