

Rose Hill Center

Job Description

Title: Director of Philanthropy

Revised Date: 5/5/2026

General Statement of Duties: The Director of Philanthropy has overall responsibility for fundraising and strategic relationship development functions within the Rose Hill Foundation in support of Rose Hill Center. The director reports to the Rose Hill Center President & CEO and works closely with the Rose Hill Center Board Chair and Rose Hill Foundation President to ensure planning and executing an effective fundraising strategy. This position is a member of the Rose Hill Center leadership team.

Reports to: Reports to and receives direction from the President and CEO; also receives direction from the Rose Hill Center Board Chair and Rose Hill Foundation President.

Supervises: Supervises the Annual Giving & Community Engagement Manager, Philanthropy Operations Coordinator, as well as outside contractors related to philanthropy.

FLSA Status: Exempt under DOL duties test

Essential Functions and Responsibilities:

- Promote the mission, vision, and values of RH Foundation and RH Center, following all policies and procedures established.
- With input from others, develop, implement, and evaluate a multi-year plan to increase strategic solicitation of financial support with the overall goal of raising restricted and unrestricted and funds for RH Foundation.
- Develop, implement, and evaluate an annual donor development and fundraising plan, budget, and calendar that supports reaching the financial goals established each year.
- Establish the strategy and activities to support annual giving, major giving, planned giving, grants, and special events through one-to-one personal visits, direct mail, etc., as part of the philanthropy planning.
- Design and implement the full spectrum of philanthropic activities, including prospect research and identification, cultivation, solicitation and stewardship to secure and sustain philanthropic support from individuals, foundations, corporations, businesses, etc.
- Ensure the Foundation has an effective communications annual plan with specific execution of newsletters, social media, press releases, videos, brochures, campaign materials and other tactical pieces to support effective communications with all stakeholder groups.
- Provide day-to-day oversight to ensure that the operations of the Foundation adhere to policies and procedures, including wise stewardship of CRM and data.
- Ensure timely and accurate processing, recording, reporting and acknowledgement of all donations received by the Foundation and ensure compliance with IRS guidelines.
- Supervise, train, and motivate Foundation staff and contractors (i.e., grant writer).
- Manage a direct portfolio of 50 to 75 major donors and meet fundraising goals as established.
- Monitor “moves management” portfolio to ensure effective growth and movement.
- Develop and oversee the Foundation’s budget.
- Organize three to five donor gatherings and cultivation events per year designed to update and inspire supporters and friends and strengthen their ties to Rose Hill.
- Oversee, and grow contributions related to the annual Golf Event.
- Assist the President & CEO and board of directors in reaching strategic objectives of Rose Hill Center and Foundation.

Secondary Responsibilities: Every incidental duty connected with the Director of Philanthropy position cannot be specified in the job description. The director, at the discretion of the President & CEO may be required to perform other duties that are not included in this job description.

Administrative Functions:

- Maintain current knowledge of and implement Rose Hill's policies and procedures.
- Assure current procedural manual covering essential job function.
- Provide regular reports to supervisor and Foundation.
- Maintain confidentiality of all corporate, client and staff information.
- Participate in development of annual budget; control operations to meet budgetary constraints and provide correction action as necessary.

Educational/Professional Requirements:

- Bachelor's degree from a four-year university or college with a management, communications, or related major.
- CFRE certification preferred.
- Demonstrated track record of building philanthropic foundations and departments from the ground up, with strong understanding of policies, processes, and best practices.
- Minimum of 4 years in a director or manager position supervising other fundraising or philanthropy team members.
- Minimum of 10 years in philanthropy with major giving and annual giving experience is required.
- Previous healthcare experience and a solid understanding of fundraising principles and methodologies in the healthcare space required, with preference for mental health fundraising experience.

Knowledge, Skills, and Abilities Required:

- Excellent organizational and time management skills, ability to focus and achieve goals within deadlines.
- Demonstrate successful supervisory skills in setting a culture of philanthropy within organizations.
- Proven track record of achieving personal and organizational fundraising goals.
- Excellent written and oral communications skills, including persuasive and compelling campaigns and presentations.
- Strong analytical skills including the ability to analyze trends from quantitative and qualitative data.
- Strong leadership skills and the ability to inspire and motivate others.
- Collaborative and team-oriented personality and approach to professional responsibilities.
- An enjoyment of representing Rose Hill Center and Foundation in the general community, nurturing relationships with current supporters and building new relationships.
- Comfortable working with wealthy individuals in fulfilling their philanthropic objectives.
- Proficient in Microsoft products and working knowledge of Salsa, Raiser's Edge, or similar donor development database.
- Possess a valid and unrestricted Michigan driver's license with appropriate automobile insurance.
- Ability to travel as needed, including, but not limited to the general service area of Rose Hill Center and the donation area of Rose Hill Foundation.

Physical and Mental Requirements: Works extended hours with continual concentration. Must be available on call in emergency situations. Ability to cope with stress brought upon by changing work priorities and uneven workflow. Communicate extensively both orally and in writing with staff, Board of Directors, representatives from businesses, and the community. May lift and carry equipment/materials up to 25 lbs. Must be able to respond to unusual, disruptive and/or emergency situations.

ACKNOWLEDGMENT:

This job description has been reviewed with me, and I have received a copy.

I understand that the above are job requirements and, at this time, I know of no limitations which would prevent me from meeting these job requirements with or without accommodation. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions or meet the requirements of this job.

EMPLOYEE _____ DATE _____
(signature)

SUPERVISOR _____ DATE _____
(signature)