JOB DESCRIPTION

Philanthropy Manager

Full time, Exempt
Reports to: Chief Development Officer
Department: Development/Foundation

Our Mission:

Increase sailing participation and excellence through education, competition, and equal opportunity, while upholding the principles of fair play, sportsmanship, and safety.

Our Vision for the Future of Sailing:

Sailing has become a rapidly growing sport in the US, driven by innovations in access and education, and inspired by American success in international competition. The diverse sailing community is aligned around common goals for the sport. Sailing has been embraced by the public as being inspiring, inclusive and accessible.

Our Values:

- Respect
- Integrity
- Excellence
- Collective Success
- Clarity and Transparency
- Sustainability

Position Summary

In support of US Sailing Association’s (USSA) and US Sailing Foundation’s (USSF) missions to grow and strengthen the sport of sailing, the Philanthropy Manager engages donors and prospective donors in the mission, invites donors and prospective donors to make generous commitments to USSA/USSF, involves the right people in engaging the donors and prospective donors, reports to donors on impact and lessons learned, identifies and qualifies potential donors, maintains coordination and collaboration with the fundraising staff and volunteer team, and tracks engagement activities in the philanthropy database.

The top fundraising priority for the Philanthropy Manager is raising the $5 million match for the Siebel Sailors Program. Once that is achieve, new priorities will be jointly discussed and agreed upon.

The Philanthropy Manager reports to the Chief Development Officer and collaborates effectively with all staff and volunteers.

What you’ll be doing:

- Engage donors and prospective donors in the mission by creating and implementing engagement plans for a portfolio of current and prospective donors
- Invite donors and prospective donors to make generous commitments to USSA/USSF via personal visits and virtual private meetings
• Involve the right people in engaging the donors and prospective donors by thinking about all of the
volunteers, staff, and beneficiaries who would best help make the case for support successfully for each
particular prospective donor
• Report in writing on a regular basis to donors on the impact of their generosity
• Identify and qualify potential donors; ask for referrals
• Maintains coordination and collaboration with the fundraising staff and volunteer team to ensure that
no single donor is being approached by multiple fundraisers for various initiatives
• Track engagement activities in the philanthropy database.

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Sailors Program. Once that is achieve, new priorities will be jointly discussed and agreed upon. Design and
implement a comprehensive, integrated donor stewardship, cultivation, and engagement plan.

Who you are:
• Diplomacy
• Tact
• Passion for DEI in youth sailing
• Unusually strong listening skills
• Ability to communicate persuasively, verbally and in writing, internally and externally and to use
storytelling to convey impact.
• Deep understanding of youth sailing
• Excellent interpersonal skills, including the ability to build strong relationships with all levels of staff and
interact professionally and effectively with donors and volunteers
• Ability to operate effectively and independently
• Ability to work effectively within a team and with cross-functional teams
• Experience with Raiser’s Edge or a similar fundraising database software package preferred
• Bachelor’s degree or equivalent combination of education and experience
• Minimum 3 years of related experience
• Belief in the Olympic movement
• Appreciation for the sport of sailing

Benefits and Perks:
• Medical insurance
• Vision insurance
• Dental Insurance
• 403(b) with company match up to 5%
• Life insurance
• Long- and short-term disability insurance
• Paid time off, Sick, and Vacation time
• Access to free gym Membership at Roger William University campus
• Access to Roger Williams University cafeteria and lunch options
• Discounts to West Marine 5-60%
• Complimentary US Sailing Membership
Physical Demands and Work Environment:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

US Sailing provides a vibrant work environment that values creativity, teamwork and respect. As part of our dedication to the diversity of our workforce, US Sailing is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances.

OTHER
• Must possess the highest integrity and values consistent with those of US Sailing.
• All US Sailing employees are expected to be exceptional team players.
• Each employee is expected to work together with the Member Engagement Department and assist in growing US Sailing membership.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) applying for this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the candidate will possess the skills aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Please submit resumes and letters of interest to ReneeWetterland@ussailing.org