



# FRIENDSHIP VILLAGE

## OF DUBLIN

### Job Profile

## Charitable Giving Director

Reports to: Executive Director  
Location: Dublin, Ohio

### *Friendship Village of Dublin*

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Friendship Village of Dublin is a five-star continuous care retirement community in central Ohio providing unsurpassed independent living, assisted living, health care, and memory care for seniors. Friendship Village of Dublin offers Lifecare, a comprehensive long-term life plan that ensures access to assisted living, skilled nursing, and memory care support for residents who need it, when they need it, for as long as they need it. Residents have access to an on-site Health Center, rehabilitation services, a library, a fitness center and heated pool, fine dining, and an array of social amenities. Friendship Village of Dublin is more than a retirement community—it is a vibrant living community.

Friendship Village of Dublin changes lives. It changes the lives of its residents, their families, and their caregivers. This not-for-profit organization was built on three principles that remain at the core of its mission: (1) Quality, because doing things the right way is the *only* way; (2) Stability and Financial Security, because peace of mind matters; and (3) Attention to Detail, because little things can mean everything.

We are searching for a highly qualified development professional dedicated to maintaining a vibrant quality of life for our residents. For the right candidate, Friendship Village of Dublin is a remarkable career opportunity, one where you will experience daily the direct impact of your work on the life of an elderly grandmother, a retired veteran, or a



lonely Alzheimer's patient. At Friendship Village of Dublin, you will lead philanthropic activities that elevate our mission and commitment to quality, stability, and attention to detail. If you wish to advance to the next level in your development career, and are dedicated to the Friendship Village of Dublin mission, we invite you to apply for the position of Charitable Giving Director.

For more information, visit the Friendship Village of Dublin website at:  
<https://www.fvdublin.org/>

## *Charitable Giving Director*

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The Charitable Giving Director is a key member of the Friendship Village of Dublin Leadership Team and is responsible to plan, promote, and lead charitable giving to support an organization-wide level of excellence in retirement living. The efforts of the Charitable Giving Director will support the health and well-being of residents, staff, and the community. The new Charitable Giving Director will:

- Connect, build, and nurture strong relationships with the residents and their families;
- Have a progressively strong fundraising background; and
- Bring a positive, entrepreneurial, and collaborative approach to the role.

Following are the key duties and responsibilities of the position.

**Fund Development Strategy and Planning** – Creates and implements an overall strategy and plan for charitable giving and philanthropy. Establishes objectives to increase the level of giving to the organization.

**Resident Relations and Stewardship** – Develops and maintains very strong relations with residents and their families. Initiates and maintains positive relationships with donor prospects, current donors, and past donors. Develops appropriate and respectful donor development, solicitation, and stewardship plans. Guides and leads volunteers and executive staff in identifying and developing donors.

**Culture of Philanthropy and Case for Support** – Develops and communicates clear and compelling case for supporting Friendship Village of Dublin. Promotes a culture of philanthropy with residents, staff, board, volunteers, and the community to increase the number of donors and level of giving. Collaborates and partners closely with all functional areas of the organization to encourage, connect, and support philanthropic giving throughout the organization.

**Development and Fundraising** – Develop fundraising plans, tactics, and tools to achieve the organization's fundraising goals and objectives. Implement fundraising activities for:

- Annual Giving (broad-based, digital giving, direct mail, annual campaign)
- Major Giving
- Planned Giving (Legacy Society)
- Corporate and Foundation Giving
- Events
- Campaigns (e.g., capital campaign)

**Fund Development Operations** – Creates an infrastructure to support charitable giving to the organization, including: donor data tracking and reporting, donor relations, gift acknowledgement and gratitude activities, donor solicitation tracking, gift and fundraising policies and processes. Establishes, monitors, and reports on the development budget. Ensures the Executive Director and Board receive accurate, timely, and meaningful reports.

**Development Communications** – Writes, produces, and distributes targeted communications for development and giving. Works closely with marketing to ensure that the Friendship Village of Dublin brand and voice is included in all development materials.

**Community Relations** – Represents Friendship Village of Dublin in the community. Speaks to outside groups, constituents, and stakeholders to raise the level of awareness of Friendship Village of Dublin and how philanthropic giving supports the organization and impacts the health and well-being of residents and the community.

#### **Required Competencies and Attributes:**

- **Passion** for the mission and health and well-being of the residents of Friendship Village of Dublin
- Drive for **excellence** and an ability to implement best practices in working with a retirement community
- **Entrepreneurial** attitude and approach
- **Strategic planning, organization skills,** and an ability to deliver **results**
- Ability to **work independently** and be **self-directed** while being highly **collaborative** and **creative**
- Strong **communication (verbal and written)** and **informing** and **presentation** skills
- **Financial acumen**
- **Integrity and trust** including adherence to professional ethics and standards

#### **Required Background**

- Progressively responsible fundraising experience, including donor cultivation and solicitation for significant gifts
- Bachelors Degree in an appropriate field or equivalent
- Active drivers license
- Desirable – experience with planned giving; experience with retirement communities; CFRE; graduate degree

### ***Application Process***

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Benefactor Group is pleased to be working with Friendship Village of Dublin to identify the Charitable Giving Director.

To apply, please send cover letter and resume to: [HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

### ***About Columbus and Dublin, Ohio***

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With over 2 million residents in the metropolitan area, Columbus is booming, and not just in population. Ohio's capital and the state's largest city, Columbus is a vibrant place to call home. Acclaimed performing and visual arts organizations, entertainment, and shopping for all ages, plentiful educational opportunities, collegiate and professional sports, and a variety of inviting neighborhoods make Columbus one of the most livable cities in the country.

Central Ohio also boasts the Columbus Zoo and Aquarium, voted the favorite zoo of America by *USA Travel Guide*; COSI Columbus, the number one science center in the country for families according to *Parents* magazine; the nation's most highly rated public library system; recently recognized by *Money Magazine* as one of the Best Big Cities in America; and recognized as a Smart City with the award of \$50 million to modernize its transportation system. Intelligent Communities Forum recently named Columbus one of the most intelligent cities in the world. The region has some of the top public schools in Ohio, as well as a number of independent and parochial schools. In addition to The Ohio State University, the area is home to many highly respected private institutions of higher learning.

Columbus has active urban neighborhoods—such as German Village, the Short North Arts District, Olde Towne East, Victorian Village, and Clintonville—with unique housing, galleries and exhibition space, and shopping. The city includes many architectural landmarks, both historic and modern. With over 350 neighborhood parks, including 33 acres of new parkland on the downtown riverfront, and abundant biking and hiking trails, there are plentiful opportunities for outdoor recreation. The Columbus food scene is second to none, and farm-to-table restaurants, distilleries and craft breweries, and coffee roasters abound in every neighborhood.



Columbus also is one of the most philanthropic cities in the U.S. The Columbus Foundation is among the country's top ten community foundations, and houses donor advised funds and supporting foundations that engage donors in the work of nonprofit organizations. A generous corporate giving community provides support for community initiatives and causes. Columbus is consistently recognized as a progressive, LGBTQ-friendly city.

Dublin, Ohio, is a suburban city of more than 47,000 residents just northwest of Columbus, and is home to the Columbus Zoo and Aquarium, the Jack Nicklaus PGA Tour Memorial Tournament, and the internationally recognized Dublin Irish Festival. Dublin offers attractive housing, superior public education, abundant parks, and world-class cultural and entertainment activities. It is home to more than 20 global corporate headquarters such as Cardinal Health and Wendy's.