



Position Title: Director of Philanthropic Services
Reports to: Vice President of Philanthropic Services
Date Created/Revised: April, 2017
Department: Philanthropic Services
FLSA Status: Full-time, Exempt

Since 1975, Community First Foundation has been helping generous donors and innovative nonprofits come together to improve the quality of life and create positive change in Jefferson County, the Denver metropolitan area and beyond. We serve as a connector, partner, collaborator and resource to fuel the power of community for the greater good. We are proud to use our energy, leadership and trusted stewardship of financial resources to energize giving across our state, strengthen nonprofits, support donors and find new ways to address community needs. For more information, visit CommunityFirstFoundation.org.

Director of Philanthropic Services

The Community First Foundation Director of Philanthropic Services is a member of the philanthropic services team and is responsible for implementing and managing activities that are in support of fund development. The Director of Philanthropic Services will work with the philanthropic services team to grow the Foundation's asset base by identifying, cultivating, soliciting and stewarding nonprofit and individual donor prospects.

Responsibilities:

- Work with the Vice President of Philanthropic Services and other senior staff to implement development initiatives in concert with other Foundation strategies.
- Implement the Development Work Plan, establishing priorities to achieve short- and long-term fundraising goals and objectives, in a measurable and successful way.
- Participate in the annual budget process, monitoring and evaluating the use of resources to maximize return on investment.
- Maintain the moves management process with the support of technology and other resources, to create a dynamic pipeline of nonprofits and donors.
- Collaborate with staff, including Communications, Finance, Colorado Gives, Data Team, as well as board members and professional advisors to target prospective nonprofits, individuals, families, businesses and corporations, for appropriate fundraising strategies.
- Increase revenue by marketing and promoting those Work Plan strategies and tactics developed to attract new agency endowments and donor-advised funds, while also increasing contributions to existing funds.
- Promote referrals and identify, cultivate, solicit and steward a portfolio of relationships among nonprofits, professional advisors, staff and board members.
- Design and implement fundraising strategies to target giving among specific groups such as women, young philanthropists, ethnic or LGBT groups, or among supporters of specific charitable causes.

- Create activities and promotions to encourage planned gifts (bequests, insurance, retirement plans, charitable gift annuities and endowed funds) and to increase the number of complex gifts, such as real estate.
- Utilize technology such as Raiser’s Edge to expand and strengthen the fundraising pipeline, as well as to provide reporting and analysis for staff, the executive team and board of directors.
- Collaborate with Chief Financial Officer and Vice President of Philanthropic Services to create endowment proposals based on the Foundation’s investment policy, structure, process, reporting, performance and pricing.
- Work with the Vice President of Philanthropic Services and the communications team to gather donor stories, develop newsletter content, to create collateral materials and to plan events for nonprofit and donor audiences.
- Promote a culture of fundraising among staff, board, donors and supporters.
- Serve as a spokesperson for the Foundation, when appropriate, promoting the mission, products and services and serving as an ambassador in the community.
- Work in concert with the Vice President of Philanthropic Services in the planning, implementation, administration and execution of development, donor and nonprofit engagement activities.
- Maintain the highest ethical standards and integrity in representing the Foundation to nonprofits, donors, and all other parts of the community.
- Take advantage of opportunities for professional development and career training.
- Other duties as assigned.

Experience/Qualifications:

- Bachelor’s degree and master’s degree preferred or equivalent experience. Study of business, finance, marketing, public administration and/or non-profit management is desirable.
- A minimum of 10 years of successful fundraising experience among individuals, families, nonprofits, businesses and/or corporations.
- A demonstrated ability to develop and steward productive, long-term relationships with individuals, families, nonprofits, businesses and/or corporations.
- An ability to market charitable products and services to nonprofits, donors and professional advisors.
- Experienced with planning events and promotional activities in support of fundraising goals.
- Established relationships throughout the charitable community including among nonprofits, and professional advisors.

Technical Competencies:

- Demonstrated major gifts fundraising success
- Knowledge of fundraising software and other tools that support fundraising initiatives i.e. Raiser’s Edge and ResearchPoint, preferred.
- Working knowledge of endowments, donor-advised funds, giving circles, field of interest funds, and planned gifts.
- Understanding of financial markets and investments.
- Self-starter, problem-solver and results-oriented.

- Writing, public speaking, interpersonal, analytical and presentation skills.
- Familiarity with budgeting, marketing and project planning/management.
- Team-oriented and committed to shared success.
- Adherence to Title VII practices and EEOC standards.

Behavioral Competencies:

- Support Community First Foundation's Vision and Mission.
- Maintain confidentiality of all business/work information.
- Demonstrate the ability to meet and exceed the reasonable expectations of all constituents and coworkers as defined and communicated by the Foundation.
- Demonstrate the ability to function successfully in a team environment.
- Accept responsibility for continuous quality improvement and cost management.
- Remain flexible in all aspects of work-related actions.
- Promote and adhere to all Foundation policies and practices.

Reasoning Ability:

- Ability to solve practical problems and deal with variables in situations where only limited standardization exists.

Physical:

- Professional office environment.
- Highly sensitive and confidential information.
- May be high-pressure depending on demands.
- Physical demands may involve lifting materials and equipment up to 25 pounds.

Benefits:

- We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including medical, dental, vision and pension plan. We work to maintain the best possible environment for our employees where people can learn and grow with the Foundation. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply:

- To respond to this opportunity, please go to: <http://ejob.bz/ATS/jb.do?reqGK=27016394>

Please do not contact Community First Foundation about this position.

Community First Foundation is an Equal Opportunity Employer