



## Chief Philanthropy Officer

### **POSITION DESCRIPTION**

Reporting to the President & CEO, the Chief Philanthropy Officer will lead a team of development/asset building professionals focused on meeting the metrics identified in the organization's strategic plan. This includes asset development with new prospects, donor relations, and professional advisor outreach. Additionally, the position will execute tactics to ensure an extraordinary fundholder experience, and work with prospective fundholders to explain how our investment pool works and offer charitable solutions that make a Fundholder's philanthropy experience very meaningful.

### **POSITION REQUIREMENTS**

- Thorough understanding of Community Foundations and strong commitment to the Princeton Area Community Foundation's mission and goals.
- Specialized knowledge of planned giving and major gifts fund-raising, including deep knowledge of non-cash gifting issues.
- Communicate effectively to fundholders and prospects how our investment pool works.
- Able to work effectively with wealthy individuals and professional advisors, offering a set of charitable tools and solutions, such as a Donor Advised Fund, to support their philanthropy.
- Strong background in legal issues related to gifting and community foundations.
- Experience working effectively with volunteer boards and committees.
- Excellent interpersonal skills, including the ability and willingness to work closely with other colleagues as a team; experience and comfort in working with individuals with diverse backgrounds.
- Ability to listen is essential. Able to ask leading questions that encourage prospects and donors to talk about themselves and their activities.
- Excellent oral and written communication skills, including public speaking.
- Energy, integrity, judgment, discretion, maturity and flexibility
- Strong organizational and administrative skills; excellent attention to detail.
- Creative thinker.
- Marketing and communications experience preferred.
- Computer proficiency (MS Office Suite), email and Internet usage. Experience with FIMS, our customized foundation software, is desirable. Training available.
- Master's Degree preferred.
- CFRE certification a plus, but not required.

### **DUTIES AND RESPONSIBILITIES**

- Serve as regional knowledge center for issues in family philanthropy, high net worth giving, and donor advised funds, positioning the Community Foundation as the area's philanthropy expert. Present regularly on these and other issues to internal and external community audiences.

- Design, implement and oversee a comprehensive asset development plan, building donor advised funds, nonprofit funds, permanent endowment assets and operating funds in concert with the Asset Building Committee and Board of Trustees.
- Develop and expand relationships between the Community Foundation and potential fundholders.
- Develop and oversee stewardship program for existing fundholders.
- Identify complex legal issues in gifting and other areas of Community Foundation operations; engage outside counsel as needed to resolve challenges and facilitate gifts, including gifts of complex non-cash assets.
- Represent and promote the Foundation with community groups, business and civic leaders, media gatekeepers and the general public.
- Build the Legacy Society of deferred gift donors through the promotion of planned giving.
- Build and maintain a vibrant network of professional advisors across our region, focusing on developing strong relationships with key attorneys and accountants with strong referral capacity.
- Strategically deploy key volunteers to support stewardship and donor outreach; prepare them for donor interactions and capture their post-meeting feedback.
- Staff Asset Building Committee and its subcommittees, such as the Professional Advisor subcommittees; make regular reports to the AB Committee and the Board of Trustees. Track results, evaluate, and manage progress.
- Work with departments across the foundation to ensure an extraordinary fundholder experience, including processing of donations, payout of grants, and all interactions with staff.
- Understand, advocate for, and work in support of the Community Foundation's grantmaking programs with donors and grantees.
- Research and write proposals to institutional donors in support of the Foundation's grantmaking and operations.
- Manage staff and vendors in asset building, and fundholder services. Ensure staff is trained and developed to meet the fast-changing needs of our donors and our mission.
- Manage staff that support donor and nonprofit community educational events, annual appeal, and Donor Advised Fund groups.
- Other duties as assigned.

**SPECIFICS**

**Salary:** Commensurate with experience and qualifications  
**Benefits:** Comprehensive package offered  
**Hours:** Full-time position that requires working in the evening and weekends on occasion.

**TO APPLY:**

Please email a resume and cover letter to [apply@pacf.org](mailto:apply@pacf.org).  
 For this position, please address the cover letter to Jeffrey Vega, President & CEO.