

Director of Philanthropic Services

Background and Position Description

Reporting to the Senior Director of Philanthropy, the Director of Philanthropic Services is a member of the Community Foundation's Philanthropy Department, working within a team of staff and volunteers seeking to build the assets of the organization. Named as one of the Top 10 Community Foundations in the US by Charity Navigator, the Princeton Area Community Foundation works to promote philanthropy to advance the well-being of our communities forever. Recently, it has experienced rapid growth in both funding and grantmaking and the Foundation seeks a dynamic and experienced development professional to help us continue this exciting upward path.

Duties and Responsibilities

1. Develop strong relationships between the Community Foundation and its fundholders, advisors, donors and contacts.

- In collaboration with the Senior Director of Philanthropy, create and oversee a robust stewardship plan for Community Foundation fundholders and donors that helps expand relationships and encourages donations to new and existing funds.
- Provide exceptional service to current fundholders, fund advisors and other contacts of the Community Foundation. Assist in making connections between their charitable interests and community needs.
- Serve as the primary support for fundholder stewardship needs, being the first point of contact with fundholders and responding to their questions, while supporting Philanthropic Officers with their portfolios.
- Orient new fundholders and new fund advisors to Community Foundation services and the fundholder portal, Donor Central.
- Ensure the integrity and intentions of fundholder agreements is met. Ensure accuracy is maintained, donor intent is followed, and funds are administered in accordance with fund agreements.
- Build effective systems to support donor relations functions, including Donor Central.
- Manage the Philanthropic Services Associate and Philanthropic Data Specialist to ensure that gift processing and acknowledgements, grant processing and data needs are met, including updating information, tracking meeting and event attendance, and reconcile gift reports with Finance.
- Serve as one of a few primary managers of the Community Foundation's information management and database system, providing information as needed.

Asset Building

- Provide support for volunteer fundraising efforts, special funds and be the lead philanthropy officer for the NextGen Giving Circle, to increase its impact through growth in membership and giving. Serve as project manager for special events. Coordinate with the Grants and Programs team and other departments to ensure an effective volunteer management.

- Design, implement and oversee the annual fund campaign.
- Manage existing Legacy gifts and implement a stewardship plan for our Legacy Society, including the creation of an annual Legacy Breakfast. Work with staff to support solicitation of planned gift prospects.
- Steward select funds requiring special support, including a semi-annual community service award and the management of an art collection.
- Provide administration and reporting for Corporate and Foundation grantmaking opportunities.
- Collaborate with the Finance department to ensure proper gift reporting.
- Collaborate with the Communications department for fundholder and donor communications and solicitations.
- Other duties as assigned.

Position Requirements

- A minimum of five years of Development experience within a community foundation, university, hospital, or nonprofit organization.
- Specialized knowledge of annual appeals, event management and volunteer management.
- Able to work effectively with wealthy individuals, nonprofit organizations, volunteers, boards, and committees.
- Excellent interpersonal skills, including the ability and willingness to manage staff and work closely with other colleagues; experience and comfort in working with individuals with diverse backgrounds.
- Excellent oral and written communication skills, including public speaking, creating fundraising materials and presentation development.
- Thorough understanding of and strong commitment to Community Foundation's goals and mission.
- Able to work occasional nights and weekends to attend community events.
- Energy, integrity, judgment, discretion, maturity and flexibility.
- Creative thinker with initiative.
- Strong organizational skills and excellent attention to detail.
- Computer proficiency (MS Office Suite), email and Internet use, and aptitude to learn a customized relational database.

Salary/Benefits:

- **Salary:** Starting salary range \$90,000
- **Benefits:** Comprehensive package offered
- **Hours:** Full-time position; hybrid

To Apply:

Please email a resume and cover letter to apply@pacf.org

For this position, please address the cover letter to Mike Nuno, Senior Director of Philanthropy.