

## **Senior Director of Philanthropy**

### **Background and Position Description**

Reporting to the Chief Philanthropy Officer (CPO), the Senior Director of Philanthropy is an important member of the Community Foundation's Asset Building and Philanthropic Services Department, working within a team of staff and volunteers seeking to advance the organization's mission through resource development. 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. Over the years, the Community Foundation has grown in both funding and grantmaking and the Foundation seeks a dynamic and experienced development professional to help us continue on this exciting path.

The primary responsibilities for this position will be to:

- Manage a portfolio of donors and prospects to cultivate and expand relationships and to encourage donations to new funds and existing funds. Identify and qualify new prospects. Staff CEO and/or CPO in meetings with high-impact donors and prospects.
- Assist the CPO in key development activities, including new initiatives, promoting new funds, staffing committee members, discussing the long-term investment pool and working with planned giving prospects.
- Work with the Communications Department to develop and implement methods of promoting the Community Foundation's strategic asset-building and fund-raising objectives.
- Design, implement and oversee fundraising campaigns and stewardship efforts for the annual fund campaign and special initiatives.
- Collaborate with and provide development support to volunteer fundraising efforts, including, but not limited to, the Fund for Women & Girls, to increase their impact through growth in membership and giving.
- Provide leadership and project management for the Community Foundation's events and outreach for prospective donors.
- Position the Community Foundation as a trusted partner and desired advisor for philanthropic giving.
- Understand, and be an effective communicator regarding the Community Foundation's grantmaking programs and investment funds.

- Research and write proposals seeking support for the Community Foundation's work.
- Collaborate with Asset Building and Philanthropic Services team to enhance donor relationships and advance our mission.
- Other duties as assigned.

### **Position Requirements**

- A minimum of seven years of Development experience within a community foundation, university, hospital or nonprofit organization.
- Specialized knowledge of major gifts, annual appeals, event management and volunteer management.
- Ability to work effectively with wealthy individuals, nonprofit organizations, corporate donors, volunteers, boards, and committees.
- Excellent interpersonal skills, including the ability and willingness to work closely with colleagues as a team; experience and comfort in working with individuals with diverse backgrounds.
- Ability to communicate effectively with prospects and donors and to listen and learn about their philanthropic interests and activities.
- Excellent oral and written communication skills, including public speaking and presentation development.
- Thorough understanding of and strong commitment to Community Foundation's goals and mission.
- Energy, integrity, sound judgment, discretion, maturity and flexibility.
- Creative thinker with initiative.
- Strong organizational skills and excellent attention to detail.
- Bachelor's degree required. Graduate degree preferred.
- Computer proficiency (MS Office Suite), email and Internet use, and aptitude to learn a customized relational database.

### **Salary/Benefits:**

- **Competitive Salary:** Commensurate with experience and qualifications, ranging between \$110,000 and \$130,000
- **Benefits:** Comprehensive package offered, including a 10% 403b contribution
- **Hours:** Full-time, hybrid position

**To Apply:** Please email a resume and cover letter to [apply@pacf.org](mailto:apply@pacf.org) and address the cover letter to Marcia Shackelford, Chief Philanthropy Officer.