



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 with 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 and existing funds. Identify and qualify new prospects. Staff CEO and/or CPO in meetings with high-impact donors and prospects.
- Identify, cultivate, and steward planned giving and estate planning prospects, serving as a knowledgeable resource for donors considering legacy gifts including bequests, charitable remainder trusts, and other deferred giving instruments.
- Assist the CPO in key development activities, including launching new initiatives and promoting new funds.
- Serve as the staff lead for select advisory committees, supporting their work and ensuring alignment with the Foundation's philanthropic goals.
- Partner with the Communications & Marketing Department to develop and implement strategies that promote the Community Foundation's strategic asset-building and fundraising objectives, including digital outreach, donor communications, and campaign materials.
- 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 and 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, develop, and write funding proposals and scopes of work in support of the Community Foundation's philanthropic initiatives and donor engagement efforts.
- Serve as an internal resource and collaborative partner to colleagues, sharing donor insights and coordinating strategies to deepen relationships and advance the Foundation's 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.
- Able 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 other colleagues as a team; experience and comfort in working with individuals with diverse backgrounds.
- Able 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.
- Demonstrated experience in planned giving and estate planning, with a working knowledge of gift vehicles including bequests, charitable remainder trusts, donor-advised funds, and other deferred giving instruments.
- Demonstrate professional maturity, sound judgment, and the highest level of integrity and discretion when working with donors, confidential financial information, and senior leadership.
- A creative and entrepreneurial approach to donor engagement, with the ability to identify new opportunities for philanthropic partnership and fund development.
- 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.

Compensation and Benefits

- Salary Range: \$100,000 – \$130,000 annually, commensurate with experience and qualifications

- Benefits: Comprehensive benefits package offered, including health, dental, and vision insurance, retirement plan, paid time off, and other employer-provided benefits.
- Hours: Full-time position.

To Apply

Please email a resume and cover letter to apply@pacf.org. Address the cover letter to Steven Spinner, Chief Philanthropy Officer.