



The Community Foundation
Serving Riverside and San Bernardino Counties

Senior Director of Development and Gift Planning

Full Time, Exempt

Reports To:

President, CEO

Summary Description:

The Senior Director of Development and Gift Planning will develop, grow, and manage The Community Foundation's asset development, operating revenue development, and planned giving programs. The primary responsibility is to increase philanthropy and gift planning by developing and cultivating relationships that will lead to the identification and recruitment of new donors, and deepening the critical relationships of existing donors needed to increase the assets of the Foundation. The Senior Director will also be responsible for the strategic direction and activities of the Foundation's Development team and efforts to secure major gifts and funding from individuals, corporations, foundations, and when feasible, government. The Senior Director is responsible for creating a culture of philanthropy throughout the Foundation and with key audiences and individuals within the region. Upon outstanding performance, this position may be promoted to the title of Vice President of Development.

Responsibilities:

- Develop and provide overall leadership and direction for a comprehensive fundraising program to strategically increase awareness of the Foundation to potential donors within the two counties for the purpose of increasing Foundation assets through the creation of new and ongoing gifts to the Foundation and its philanthropic efforts.
- Develop an annual fund development plan that encompasses all areas of fund raising such as individual donor identification and cultivation, major gifts, planned gifts, development of grant proposals and solicitation of grants from corporations, foundations and government.
- Develop and secure operating revenues needed to meet the operating/budgetary needs and goals of the Foundation's strategic plan.
- Identify and work with individual prospects to establish new funds at the Foundation, including new endowments and planned gifts.
- Develop, implement, and evaluate fund development strategies and staff performance with measurable goals and results.
- Direct and supervise the cultivation, communication, contact and follow-up of prospective donors, nonprofit agencies, foundations, professional advisors, and donors, between the President, VP of Grant Programs and Donor Services, Director of Grant and Resource Development and other key Foundation staff and Board members.
- Propose and execute policies and programs to achieve maximum donation volume for new funds and endowments.

- Grow the Foundation's planned giving program to donors, fund holders, and prospective donors.
- Develop new ideas, marketing strategies and system changes that help the Foundation achieve its overall mission and objectives, especially in the areas of fund development and professional advisor education.
- In collaboration with the CEO, Board members, VP of Grant Programs and Donor Services, and other key Foundation staff, provide high-quality service and/or program support to new donors and existing donors by building personal relationships to assess needs and develop strategies to meet the organization's strategic and fundraising goals/objectives.
- Develop a mechanism to strategically introduce the Foundation to professional advisors such as estate planning attorneys, financial managers/advisors, bank and trust officers, CPAS, etc. in both counties and to orient them to the Foundation.
- Oversee and direct existing Professionals Advisors Councils (PAC's) throughout both counties and create opportunities to recruit new members and coordinate the activities of the director of grants/resource development to support the PAC's and to establish new Councils in areas where none exist.
- Develop and implement a schedule to regularly meet and orient professional advisors who are involved with the foundation and also with those who are not currently affiliated with the Foundation.
- Provide leadership, supervision, and strategy support as member of the senior management team.
- Develop and maintain an active Development Committee within the Foundation to advise and support all fundraising activities.
- Recruit, train and manage members of the Development Committee.
- Develop strategies and campaigns to attract national foundation and governmental funding support for the Foundation and the region, in coordination with the Director of Grant and Resource Development.
- Develop a relevant training/educational program for planned meetings of all PAC's, in coordination with the Director of Grants/Resource development and development staff.
- In collaboration with the CEO, VP of Grant Programs and Donor Services, Director of Grants/Resource Development, development staff and marketing consultant, develop a comprehensive marketing plan to promote the philanthropic efforts of the Foundation on an annual basis.
- Direct attendance and participation at all estate planning councils, professional planned giving association meetings and events and participate in other relevant professional groups within the two counties.
- Establish and meet all deadlines associated with the job and the Development Department.
- Maintain relationships with agencies having an existing endowment with TCF, and encourage other agencies to develop endowments as appropriate.
- Promote endowment building with agencies that have existing endowments with TCF.

- Create opportunities for presentations, meetings, proposals and other activities to promote the creation of endowments with organizations and agencies that do not currently have a fund across the two- county region.
- Strengthen and deepen relationships with existing donors and/or their heirs through meetings, phone calls, events and other means of contact throughout the year.
- Supervise all development staff and their activities. Generate monthly progress report of all activities including the Prospective Gift Report.
- Provide oversight of a system to maintain a comprehensive list of prospective donors and determine the most effective methods to inform and educate them about the Foundation to them.
- Ensure the ongoing professional development of all Development staff, appropriate foundation staff to ensure the highest levels of customer/donor services.
- In coordination with CEO, Development staff, and other Foundation staff, arranges meetings, presentations, and other events with community and business leaders to acquaint them with the philanthropic opportunities presented by the Foundation.
- Assist in the development of an ongoing donor relations program through special mailings, events, and newsletters several times each year.
- Prepare, arrange, and make regular formal written and oral presentations to key potential funding prospects, targeted audiences and stakeholders. Meet monthly goals of quality contacts with prospects.
- Act as a leader in the philanthropic and fundraising communities in the region.
- In consultation with the CEO and other development staff, develop a comprehensive, ongoing program to educate Board members on the development process, their role in it, and the critical need for gift funds in realizing the Foundation's mission.
- Perform other duties as assigned.

Qualifications:

1. Bachelor's degree; Master's degree preferred.
2. Must have at least five (5) years experience in Senior development positions with an emphasis on soliciting planned gifts and other major gifts with individual and corporate donors.
3. At least five (5) years of leadership work experience in a community foundation, nonprofit, academic, or other relevant setting in the government or for-profit field
4. Must possess high level of demonstrated skills in the supervision and management of Development staff.
5. Demonstrated ability to solicit and secure new gifts (major gifts) of at least \$3 million from individual donors annually (current and new donors).
6. Demonstrated ability in establishing new funds of at least \$1million annually.
7. Extensive background in project planning and management, customer service, marketing, public relations, strategic fundraising initiatives, fundraising and non-profit administration.
8. Ability to gain the confidence and respect of donors and professional advisors as well as community foundation colleagues.

9. Knowledge of the political, social and funding challenges of Riverside and San Bernardino Counties.
10. Preference given for additional specific training, degrees and/or certification in planned giving & fundraising techniques for high-net-worth individuals (major gifts) (CSPG, CFRE).
11. Accuracy and exceptional verbal and written communication skills.
12. Excellent organizational, interpersonal, time management, and planning abilities
13. Experience with using marketing, fundraising and informational databases and IT systems.
14. Proven computer and software use skills, especially MS Office.

Compensation:

Commensurate with skill level and experience and within TCF salary ranges. Full benefits: Medical, dental, vision and retirement benefits commensurate with TCF staff and policy.

Organizational Background:

The Community Foundation is a 501© 3 public benefit corporation created for and by the people of Riverside and San Bernardino Counties. Its mission is to enhance the quality of life in the communities it serves. The Foundation was started in 1941 by a local banker who established an endowment for scholarships. Over the years, the Foundation has adopted a broader focus, funding programs in health and human services, arts and culture, civic benefits, and a variety of other causes. The Foundation accomplishes its goals by partnering with philanthropic individuals, community leaders and the nonprofit sector. The Foundation builds permanent endowments, makes prudent grants for charitable causes, serves as a catalyst to solve community concerns, and is working to strengthen the nonprofit organizations in the region. The Foundation currently manages almost \$52 million from almost 300 component funds. In 2010, the Foundation distributed over \$3 million in grants and scholarships throughout the two counties.

To Apply:

Submit via email a cover letter, resume and three references to:

kkirkpatrick@thecommunityfoundation.net

No in-office visits.

POSITION IS OPEN UNTIL FILLED
