



## CAREER OPPORTUNITY

### Director of Philanthropy

#### **Join the Foundation team**

The Community Foundation San Luis Obispo County is seeking a dynamic and experienced leader with a passion for our mission to join our team as our first Director of Philanthropy. The Director of Philanthropy will report directly to the Chief Executive Officer and will serve as a member of the Foundation leadership team.

#### **Core Values:**

*Collaboration ~ Excellence ~ Inclusion ~ Integrity ~ Stewardship*

#### **Who we are**

The Community Foundation San Luis Obispo County is dedicated to connecting people who care with causes that matter. As the region's primary provider of philanthropic services, we help people achieve their philanthropic goals effectively, confidently, and with the support of an expert team connected to the needs of our community.

The Foundation includes over 400 charitable funds for people, families, and businesses, and nonprofits, the majority of which are endowed to ensure they provide support for important causes in perpetuity. We have been the region's trusted steward of philanthropic funds for 25 years, and today manage over \$70 million in charitable assets. Together with our fundholders, we are one of the largest local grantmakers in the region- having awarded more than \$60 million to support important causes.

In addition to managing their charitable funds, we work in partnership with our fundholders and other local leaders to transform the central coast region through strategic grantmaking and impact initiatives that foster a more vibrant and equitable community for all. To learn more about our work please visit- [www.cfsloco.org](http://www.cfsloco.org).

## **About the Position**

Reporting to the Chief Executive Officer (CEO) and operating as a key member of the leadership team, the Director of Philanthropy is a proven leader, with more than 5 years experience in all aspects of external relations, donor development and marketing/communications, and works closely with donors, external partners, community stakeholders, professional advisors, board members and Foundation colleagues. The position is responsible for developing and implementing programs and materials to identify and cultivate new fundholders and donors as well as stewarding current fund holders and donors to assure a lasting source of philanthropic funds for the benefit of the region.

## **Key Responsibilities**

- Plan, direct and implement all aspects of the Foundation's philanthropic, donor communications, and fund development programs with a goal of building stronger relationships and stewardship according to the goals established by the Board and CEO and enhancing its role as a community leader.
- Enhance the Foundation's role as a community leader by partnering with donors and the community to impact our San Luis Obispo County communities.
- Serve as a senior leader for the entire organization increasing transparency and connectedness to the overall mission, vision, and operational goals.
- Work closely with the Foundation team to collaborate on the development of cases for support that will generate unrestricted dollars for where the team determines the needs are greatest, in support of the Foundation's strategic goals.
- Identify major gift and planned gift prospects among current fundholders and others with a goal of increasing the number and size of the gifts, expanding the Foundation's pool of discretionary funding, diversifying the donor-base and strengthening our operations by encouraging gifts to the Foundation's operating endowment.
- Oversee strategic marketing, public relations, and external communications to further the Foundation's strong reputation and engage key stakeholders in supporting key focus areas and new funds generation.
- Understand federal and state regulations regarding charitable giving
- Increase fundholder satisfaction and investment in the Foundation through strategic donor stewardship, communications, and events.

- Lead a variety of professional advisor outreach efforts working closely with Professional Advisory Committee, creating communications materials and building stronger relationships with advisors, and conducting presentations and meetings with key advisors.
- Work with the Foundation leadership and communication team to create an annual communications and development plan covering all aspects of asset growth and communications.
- Raise sponsorship funds as needed for Foundation events and initiatives
- Assure that all the marketing and development policies and procedures are carried out in a manner compliant with best practices according to the National Standards for Community Foundations and adhere to the professional standards for the Association of Fundraising Professionals.

### **Qualifications**

- A passion for community involvement and inspiring philanthropy in the San Luis Obispo county and central coast region in pursuit of the Foundation's vision and mission and a commitment to upholding the Foundation's core values. [Learn more about these on our website.](#)
- Minimum 5 years' experience in fundraising with a proven track record in donor identification, stewardship, cultivation and solicitation especially among high net-worth individuals capable of major or planned gifts.
- Demonstrate a strong commitment donor services.
- The ability to manage complex projects in a deadline-driven and high-achieving environment, valuing resourcefulness, collaboration, flexibility, creativity, entrepreneurialism, enthusiasm, and patience.
- Experience working in a management and leadership role with a demonstrated commitment to intradepartmental cooperation and knowledge-sharing.
- Ability to work independently, take initiative, and participate as a key member of the leadership team.
- Excellent organizational ability, including the ability to set priorities, multi-task, problem solve, and meet deadlines.
- String writing and communication skills.
- Ability and willingness to travel regionally and to work evenings and weekends as required for special events, donor meetings, etc.
- Bachelor's degree required, along with planned giving experience, CFRE, related master's degree preferred.

- Proficiency with Microsoft Office Suite, and possess the ability to master our internal donor management system, and/or facility with and ability to learn other donor prospect/data content management systems.
- Experience with donor prospect management platforms preferred
- Able to bend, lift, and move up to 25 pounds.
- Community foundation experience a plus and knowledge of local community.

### **Career Details**

- This is a full-time, exempt, salaried position.
- Hybrid work schedule available after 3 months with 3-4 days a week in the office.

### **Our compensation and benefits**

Salary Range: \$90-\$120k commensurate with experience

- Medical/dental/vision Insurance
- 401K program with generous Foundation contribution
- Generous Vacation and Holiday Pay

To apply please submit letter of interest with resume to:

[BRIANA@cfsloco.org](mailto:BRIANA@cfsloco.org)

All applications and letters of interest will be handled with confidentiality.