CAREER OPPORUNITY

Philanthropy Officer

Job Description

Our Mission

The Community Foundation inspires philanthropy and serves as a catalyst and connector for community impact.

Who We Are

The Community Foundation San Luis Obispo County is a resource for local charitable giving. We envision San Luis Obispo County to be a thriving, inclusive, and equitable region supported through community generosity. Created by and for the people of San Luis Obispo County, The Community Foundation is an enduring source of charitable funds to meet the changing needs and interests of the region.

Since 1998, The Community Foundation has supported our county with grants and scholarships totaling more than $80 million. The Foundation's charitable assets under management have grown to $110 million and provide support to all aspects of our community in perpetuity.

We will make a difference by embodying our core values in all we do: collaboration, excellence, inclusion, integrity, and stewardship.

Position Overview

The Philanthropy Officer works with the Philanthropy team to strengthen donor relationships, grow charitable giving, and advance the Foundation's philanthropic initiatives. The Officer manages an assigned portfolio, supports new fund development and planned giving, and carries out fundraising and engagement activities that connect donors with meaningful opportunities to support San Luis Obispo County.

Key Responsibilities

Donor Engagement & Stewardship

- Manage an assigned portfolio of donors and fundholders, developing personalized engagement plans to strengthen relationships, deepen involvement, and encourage continued giving.

- Proactively cultivate donor and prospective donor relationships, tailoring outreach and giving opportunities to individual charitable interests.
- Assist fundholders with charitable grantmaking, connecting their philanthropic interests with giving opportunities and coordinating with internal teams to facilitate grant recommendations.
- Conduct periodic fundholder reviews to discuss charitable goals, fund activity, and opportunities for continued support.
- Connect donors with community needs and grantmaking opportunities in collaboration with Grants & Programs.
- Implement cultivation and stewardship plans in collaboration with the Director of Philanthropy, including engagement with legacy donors.

Fund Development & Planned Giving

- Identify and advance opportunities for new charitable funds, additional contributions, and planned gifts in coordination with the Director of Philanthropy.
- Assist donors with fund establishment and related agreements, amendments, and documentation.
- Explain charitable giving options and support complex gift discussions alongside the Director and professional advisors.
- Build professional advisor relationships through outreach, education, and referral opportunities.

Fundraising

- Help shape and implement fundraising strategies for assigned field of interest funds and Foundation initiatives under the Director's leadership.
- Cultivate, solicit, and steward donors for assigned fundraising priorities, including appeals, sponsorships, campaigns, and direct gift requests.
- Assist in the development of donor-facing fundraising messages that connect community needs with opportunities to give.
- Monitor fundraising progress and donor engagement activity, using relationship data to inform outreach and identify opportunities for recurring, multi-year, and planned gifts.

Community Engagement & Events

- Lead planning and coordination of assigned fundraising events and initiatives, including external vendor relationships, in collaboration with the Director of Philanthropy and Philanthropy Coordinator.
- Engage donors and prospective donors through Foundation events, educational programs, and community convenings.
- Represent the Foundation across San Luis Obispo County to build relationships, increase awareness, and identify philanthropic opportunities.
- Follow up on relationships developed through Foundation and community activities to advance charitable engagement.

Data, Systems & Internal Coordination

- Maintain accurate donor, prospect, fund, and relationship records in C-Suite and other systems.
- Collaborate across departments to strengthen donor service, improve internal processes, and support effective philanthropy operations.
- Track and report on donor engagement, fundraising activities, new fund opportunities, and progress toward established goals to support departmental planning and decision-making.

Other Responsibilities

- Perform other duties as assigned in support of the Foundation's mission and goals.

Qualifications

- 3–5 years of relevant experience in philanthropy, fundraising, donor relations, nonprofit development, or relationship management.
- Experience with donor cultivation, fundraising appeals, sponsorships, or direct solicitation preferred.
- Strong interpersonal, written, and verbal communication skills; able to explain charitable giving concepts clearly.
- Excellent organization, attention to detail, and follow-through across multiple priorities.
- Experience with donor databases or CRM systems; ability to maintain confidentiality and exercise sound judgment.
- Familiarity with community foundations, planned giving, or the San Luis Obispo County nonprofit community preferred.

Core Competencies

- Builds trust through thoughtful listening, personalized donor service, and consistent follow-through.
- Takes initiative to advance donor relationships through cultivation, solicitation, and stewardship.
- Contributes ideas to strategy, independently implements agreed-upon priorities, and recommends improvements to the donor experience.
- Communicates professionally and collaborates effectively across departments.
- Demonstrates sound judgment, discretion, adaptability, and commitment to the Foundation's mission.

Working Conditions

- Occasional evening or weekend events.
- Local travel within San Luis Obispo County.
- Regular in-person meetings with donors, advisors, nonprofit partners, and community members.

The Community Foundation offers a competitive compensation and benefits package designed to support the health, financial security, and well-being of our team.

- Pay: Full-time (40 Hours per Week) | 80,000-$90,000 annual salary range
- 100% employer-paid employee healthcare coverage, plus vision and dental
- Two weeks of paid vacation, increasing to three weeks after year two
- 3% automatic employer contribution to the 401(k) plan after year one
- 12 paid holidays
- 2 floating holidays
- 2 wellness days
- 1 birthday-month floating holiday
- Quarterly gas and home equipment stipend

The Community Foundation San Luis Obispo County is an equal-opportunity employer. We encourage applications from individuals of all backgrounds and experiences.

To apply please submit cover letter and resume to jobs@cfsloco.org. All applications and letters of interest are handled with compete confidentiality.