



THE COMMUNITY FOUNDATION

JOB DESCRIPTION

POSITION:	Vice President, Philanthropic Engagement
REPORTS TO:	President and Chief Executive Officer
KEY ROLES:	Member, Management Team
COMPENSATION:	Senior management grade with standard benefits

DESCRIPTION: As a key leader for one of New York State’s most successful community foundations, the Vice President, Philanthropic Engagement will empower and engage donors “to strengthen our region through philanthropy.” Working with a talented team of advancement and stewardship professionals, the Vice President will develop and sustain trusting, long-term relationships with current and new donors in order to maximize their philanthropic participation in Rochester Area Community Foundation and the impact of their grantmaking in the greater Rochester region and beyond.

The Vice President will operate with the highest standards of integrity and trust as well as have superb knowledge of fundraising best practices. The Vice President will work with key stakeholders, staff and board members to strengthen an already robust culture of philanthropy. The Vice President will be collegial, work toward the common goals of the organization and the donors, and effectively guide the department in pursuit of those goals.

ABOUT THE PHILANTHROPIC ENGAGEMENT DEPARTMENT

The Vice President oversees a team of eight with two main functions — philanthropic planning and philanthropic services.

Philanthropic Planning

The team: Senior Director, Endowment Initiative; Senior Philanthropic Advisor; Philanthropic Advisor; Senior Philanthropic Engagement Associate; and a Philanthropic Planning Administrator

The Vice President is responsible for growing a sophisticated fundraising program focused on individual giving from key donor prospects. The Vice President serves as the chief fundraising officer. The Community Foundation is in the seventh year of a 10-year effort to raise permanent endowment for the community. The Vice President, with the Senior Director, Endowment Initiative, will play a pivotal role in seeing this campaign to its conclusion in 2022 — the Community Foundation’s 50th anniversary — by leading a sophisticated fundraising and stewardship program focused on the expansion of individual giving from key donor prospects.

The Vice President is accountable for the strengthening of the existing development pipeline through identification and cultivation of high-capacity prospects. Major gift and planned gift fundraising are the focus of the Community Foundation’s asset development, but the Vice President also will oversee and maximize the potential for contributed revenue from other sources, currently including an annual campaign, an annual fundraising gala, and operating support for the endowment initiative.



The Vice President will work collaboratively with the Communications department to develop solicitations and other collateral that informs prospective donors, secures new revenue, increases giving by current donors, and supports meaningful, personalized donor recognition.

To ensure the Community Foundation's success in perpetuity — to expand its reach in attaining positive, enduring impact — it must identify, qualify and engage with emerging philanthropists and other new sources of wealth. The extent and diversity of the Community Foundation's programs provide a fertile environment for this effort.

The day-to-day activities and oversight in this area may include:

- Developing and implementing policies that help ensure our goal of raising endowed funds while ensuring efficiency (e.g., reviewing fund minimums; streamlining bequest administration);
- Creating and implementing solicitation plans for current and prospective donors;
- Working to broaden and expand relationships with professional advisors;
- Exploring and documenting philanthropic values, interests, and goals with current and prospective major donors;
- Informing major prospective donors of the variety of philanthropic vehicles available at the Community Foundation;
- Increasing engagement and revenue from education, cultivation, solicitation, and/or fundraising events for donors, prospects, professional advisors, and the public; and
- Ensuring social media platforms and elements of the Community Foundation are synchronized with Philanthropic Engagement messaging.

Philanthropic Services

The team: Philanthropic Services Officers (2) and a Philanthropic Services Administrator

The Vice President will ensure transformational stewardship for the Community Foundation's philanthropic supporters. The Vice President will inspire the highest level of satisfaction with Community Foundation services by strengthening and broadening relationships with philanthropists; ensuring adherence to due diligence and other standards and regulations; and assuring that private data about philanthropists and their funds is well-documented, accurate, up-to-date and accessible only to Community Foundation staff.

The philanthropic services team is directly responsible for ensuring that grantmaking from advised, designated, organization, Gannett/TEGNA, Charitable Checking AccountSM, and program sponsor funds is consistent with philanthropists' interests and meets all due diligence criteria. The philanthropic services team works with the Community Programs department to encourage "co-investment" from current philanthropists to elevate the positive impact the Foundation is having on areas within our strategic grantmaking framework (currently, "creating a more equitable community" and "strengthening regional vitality").

The day-to-day activities and oversight within the philanthropic services function may include:

- Developing and implementing procedures that personalize philanthropists' interactions with the Community Foundation while ensuring efficiency;
- Monitoring and strengthening adherence to national standards and regulations;
- Stewarding planned giving/Legacy Society donors;
- Exploring and documenting interests and goals of current significant donors (fundholders of \$1M+);

- Connecting current significant donors (fundholders of \$1M+) with the Community Foundation's local and national expertise;
- Helping current significant donors (fundholders of \$1M+) identify community needs and effective grant recipients.

MANAGEMENT AND ACCOUNTABILITY

The Vice President also serves as secretary for the Sands Family Supporting Foundation, which entails scheduling and attending Sands Family Supporting Foundation board meetings, recording and drafting minutes for board meetings, and working with Rochester Area Community Foundation members of the Sands Family Supporting Foundation board of directors in all aspects.

The Vice President, with other members of the Management Team, oversees the Rochester Area Community Foundation Depository, Inc. (Charitable Checking AccountSM), a wholly controlled nonprofit subsidiary of Rochester Area Community Foundation; and Rochester Area Community Foundation Initiatives, another wholly controlled nonprofit subsidiary, under which programs such as Rochester's Child, Greater Rochester After-School Alliance, and others operate.

The Vice President works closely with other members of the Management Team to ensure that all current and potential processes and services meet and exceed the needs and expectations of key stakeholders and key partners, are in compliance with the highest standards of the field, and utilize the Community Foundation's resources appropriately and effectively. The Vice President participates in creating the annual operating budget and ensures that expenses incurred by the Philanthropic Engagement team stay within the approved budget.

VOLUNTEER SUPPORT

The Vice President serves as staff for the Advancement Committee, a volunteer standing committee of the board of directors. Other committees in which the Vice President is involved include the Endowment Leadership Team, Professional Advisors Liaison Committee, and the Marketing and Communications Committee.

DESIRED SKILLS AND CHARACTERISTICS

The Vice President will provide leadership and direction to the philanthropic planning and philanthropic services teams and serve as a member of the Management Team. To fully execute these responsibilities, the ideal candidate will have impeccable executive presence and judgment as well as the following professional qualifications and personal characteristics:

- Commitment to and demonstration of collegiality and positivity within the workplace and willingness to roll up one's sleeves;
- Minimum of eight years of fundraising experience including a proven track record of success in effective prospect identification, solicitation, acquisition, and stewardship at the major and principal gift levels;
- Exceptional interpersonal skills, including oral and written communication and the ability to connect with diverse constituencies;
- Minimum of seven years of management with the ability to retain an exceptionally talented staff, with a strong sensitivity to the need for diversity in the workforce;

- Demonstrated complex project management, research and analytical skills, and experience with fundraising databases and software;
- Proven entrepreneurial, innovative, and creative problem-solving skills;
- Open, transparent, and collaborative personality with the ability to understand the role of philanthropic engagement within the broader context of the Community Foundation;
- An unwavering sense of accountability, integrity, and authenticity;
- Strong operational background and a track record of effectively managing and stewarding resources;
- An engaging and high-energy personality, sense of humility and humor, service orientation and optimistic approach;
- An ability to work evenings and weekends as needed to accommodate meetings with donors and attend community events, with the possibility of occasional travel for professional or donor development;
- Passion and vision for engaging others to make a positive difference for people and community;
- Knowledge of the Rochester area philanthropic environment and community would be a plus, as would familiarity with planned giving vehicles;
- Commitment to grow in the position and accept other assignments as needed, while strategically and collaboratively informing the structure and roles of the department as well as the Community Foundation as a whole;
- Bachelor's degree required; master's or advanced professional degree, CFRE certification, and a deep working knowledge of the laws affecting charitable giving strongly preferred.

COMPENSATION AND BENEFITS

The Community Foundation offers a competitive salary and benefit package commensurate with experience, as well as a diverse, flexible and team-oriented culture that values responsiveness, inclusivity, collaboration, interpersonal trust, commitment, and continuous learning.

Cochran, Cochran & Yale has been exclusively retained by Rochester Area Community Foundation to conduct the search for a Vice President, Philanthropic Engagement. For more information and confidential consideration, interested parties should contact:

***Cheryl Yawman
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In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Rochester Area Community Foundation is an Equal Opportunity Employer