



Rochester Area Community Foundation ■ 500 East Avenue, Rochester, NY 14607
T 585.271.4100 ■ F 585.271.4292 ■ www.racf.org

Job Description

Position Title: Regional Philanthropic Advisor
Reports To: Senior Director of Endowment Initiatives
Start Date: Preferably no later than January 3, 2021

Summary

Rochester Area Community Foundation, one of the largest grantmaking organizations in the Finger Lakes region, wants to add an experienced relationship-building major gift fundraiser to the highly productive and collaborative Philanthropic Engagement department. The ideal candidate is team oriented, experienced in fundraising best practices, and is familiar with the region surrounding Monroe County. The Regional Philanthropic Advisor will develop and manage a portfolio of 100 to 150 individuals with the inclination and capacity to engage with the Community Foundation around our efforts to grow philanthropic support for our region. Stewarding donors and communicating impact is crucial to our work; the advisor will be proactive and comfortable in carrying this out. The advisor will be expected to place an emphasis on creating endowed funds, and they will actively participate in the Community Foundation's strategic efforts to increase the community's endowment to help address our region's pressing problems today and into the future.

Key Responsibility Areas

Philanthropic Engagement - 75%

- Cultivate, solicit, and steward a portfolio of approximately 100 to 150 high-capacity potential donors capable of creating or contributing to a philanthropic fund. The advisor will use a focused and accountable approach of strategy development and implementation. The majority of these donors will live or work in the counties surrounding Monroe.
- The advisor will work with their supervisor to create and work toward goals in the following areas:
 - Annual giving: Wayne County Community Endowment and Yates Community Endowment mail solicitations
 - New endowed funds: e.g. discretionary, field of interest, or donor-advised
 - Documented legacy or planned gifts
 - Stewardship visits
 - Professional Advisor cultivation: e.g. Trust and Estate Attorneys, CPAs, and Wealth Managers
 - This may include group presentations to regional firms.
- Leverage Raiser's Edge NXT for pipeline development, constituent tracking, and data management.

- Leverage members of the team to assist in donor identification and portfolio management. Ensure that the total portfolio is regularly refreshed and updated, maintaining an emphasis on strategic fundraising opportunities.
- Become knowledgeable about various current and planned gift instruments and their application in order to better assist donors in fulfilling their philanthropic vision and reaching their full giving potential.

Committee and Volunteer support – 15%

- The advisor is the development staff person for the Wayne County Community Endowment and Yates Community Endowment
 - Empower and engage the volunteer committees to identify, cultivate, solicit, and steward current and potential donors of high capacity.
 - Manage the annual mail solicitation for individuals and corporations.
 - The advisor may also leverage other staff members to develop a series of strategic engagement opportunities for prospective donors in order to encourage philanthropic support.
- Engage volunteer members of our endowment leadership team to help cultivate and solicit potential donors throughout the region.

Fundraising development - 10%

- Collaborate with the Community Programs department to learn and understand the best ways to communicate the impact of our regional grantmaking strategy.
- Partner with the Communications department to generate collateral that resonates with our donors throughout our region.
- Work with supervisor to maximize professional development opportunities to increase job-related knowledge and to support the organization's overall performance.
- Complete other projects as assigned.

Job Qualifications:

- Education: Bachelor's Degree
- Experience: Minimum five years in major gift fundraising and portfolio management. Candidates with project management, sales, or other related relationship-oriented professional experience may also be considered.
- Technology: In-depth experience using Microsoft Outlook, Word, and Excel. Willingness to learn Raiser's Edge NXT, FIMS, and other software platforms used in grantmaking.
- Skills: The candidate must have experience in proactively managing prospective donor relationships and a comfort working with high-net-worth individuals. Candidate must be comfortable "managing up" to senior staff members and volunteers who will be responsible for assisting with strategy implementation. The candidate should be comfortable having one-on-one gift discussions, including direct solicitation, and have an understanding of various gift vehicles – including multi-year commitments, wills, trusts, and other planned gift instruments. A proven track record in managing fundraising volunteers is preferred.

- **Personal Characteristics:** Candidate will be highly motivated, solutions-oriented, and self-directed. The candidate must demonstrate energy, flexibility, humor, have an excellent attitude, and a desire to make team efforts succeed. This position requires the candidate to demonstrate a belief in philanthropy and a commitment to community. Candidate must be able to work evenings and weekends as needed. Candidate will have the option for a hybrid schedule that includes working from home two days a week. Travel within our region will be required.
- Must have reliable transportation and a driver's license in good standing.

Starting Salary Range: \$58,000 to \$68,000 - contingent on experience

To Apply

By November 19, 2021, apply on Indeed.com or email a cover letter and resume to RACF-PhilanthropicAdvisor@racf.org with "Regional Philanthropic Advisor" in the subject line. You may also apply by mail to Rochester Area Community Foundation, Attn: Human Resources, 500 East Avenue, Rochester, NY 14607.

NO PHONE CALLS, PLEASE.

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
and believes in the value of a diverse workforce.*