

Be The One



The Community Foundation of Sarasota County seeks a dynamic:

**Vice President, Philanthropy**

The Vice President, Philanthropy is responsible for the development and oversight of the strategic direction, plan execution and achievement of annual goals associated with donors including donor retention, consistent engagement through our referral network, and contribution and fund growth through new and existing donors. The position identifies and builds relationships with current donors, prospective donors, and professional advisors through a variety of strategies including independent research and private and public events. The Vice President, Philanthropy is responsible for leading, managing, and developing the Philanthropy Team and is a member of the Foundation's Leadership Team.

The Vice President, Philanthropy is expected to have the ability to create a philanthropic plan to include what a donor wants to achieve with their philanthropic investments and provide strategic consultation on the nonprofit partners best positioned to achieve their objectives. The position will require a thorough understanding of planned giving vehicles, financial statements and investment returns, and will work in collaboration with other staff members to deliver the highest quality service to the Foundation's current and prospective donors, professional advisors, and the community at large. The successful candidate will enjoy working in a professional, fast paced office environment where the abilities to pay close attention to details and build long-lasting relationships are vital.

The Vice President, Philanthropy is a full-time position with excellent benefits including employer paid health, dental, vision, short/long term disability and life insurance for employees. In addition to a generous Paid Time Off policy and paid holidays, the Community Foundation of Sarasota County also offers a 401K with a generous matching opportunity, bonus opportunities and more!

**Responsibilities:**

- Develops and manages process and outreach to strengthen donor, prospective donor, and professional advisor relationships. Includes assigning all donors, prospects and active professional advisors to a CFSC staff person and tracking outreach and outcomes based on donor segmentation.
- Leads team in developing philanthropic learning opportunities, products (i.e. Donor Impact Report, Philanthropic Investment Plan) and curriculum for a diverse group of donors and prospective donors.
- Create sophisticated philanthropic investment plans to incorporate donor's values, family involvement (as appropriate), including articulating donor objectives and likely nonprofit partners positioned to achieve results. Leads family philanthropic meetings.
- Determines appropriate agenda/materials needed for donors, prospects and professional advisor meetings, working with the Marketing and Communications Department to ensure brand consistency and desired impact.
- Works with Community Impact Department to incorporate The Giving Partner profiles into donor, prospect and professional advisor outreach.
- Manages donor and professional advisor survey process and delivery when applicable.
- Identify and cultivate new professional advisors through outreach and communication.



- For donors and as appropriate for prospects, gather demographic information and update FIMS contact information to ensure profiles are up to date.
- Develops data input process for FIMS profiles, contacts, fund set-up and amended fund documents.
- Works with Marketing and Communications Department on content and timing for external communications for donors, prospects and professional advisors.
- Responsible for developing process improvements and innovations resulting in improved outcomes.
- Develops and manage the departmental budget within plan.
- Represents CFSC at public and private functions interacting with donors, prospects and professional advisors for the purpose of development and donor relationship building.
- Provides donor insights for incorporation into plans and strategies as a member of the Leadership Team.

**Position Qualifications:**

- Bachelor's degree in marketing, business or a related field is required.
- No less than 5 years experience as a professional advisor in wealth planning, estate planning, or financial advising and/or no less than 8 years experience in a senior development function with demonstrated management experience.
- Thorough understanding of planned giving vehicles, financial statements and investment returns and the ability to communicate effectively about all with donors and advisors.
- Customer relationship management (CRM) experience.
- Highly developed written and verbal communication skills; able to work effectively with any stakeholder group, with proven ability to build positive relationships quickly, lead by example and influence effectively.
- Excellent facilitation, presentation and public speaking and written skills required.
- Demonstrated success in staff management and development.
- Must be a self-starter.
- Well-developed organizational, time/project management skills; able to manage multiple tasks.

**Technology Qualifications:**

- Working knowledge of Microsoft Office Suite. Intermediate or advanced level of Word, Excel and PowerPoint proficiency.
- FIMS software or other related database experience, or ability to become proficient within 90 days.
- Ability to self-support for basic computer and network problems.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E. in excellence to our internal and external constituents.

**Purposeful Worker:**

- Goal Oriented



- Gets job done within deadlines
- Self-Motivated
- Takes Ownership
- Accountable
- Maintains required technical skills
- Calm under stress

**Respect:**

- Respect for importance of everyone
- Empathetic Listener
- Ask and listen
- Provides excellent customer service, both internal & external
- Demonstrates qualities of a Servant Leader
- Under promises and over delivers
- Authentic, honest, genuine

**Inspirational:**

- Curious about new information
- Creative, independent thinker
- Problem solver – thinks outside the box
- Continuous learner

**Dedicated Team Player:**

- Works well across disciplines
- Adaptable to change
- Listens to other's ideas
- Accepts different assignments

**Enthusiastic:**

- Excited about the CFSC mission
- Optimistic, positive attitude

**About This Opportunity:**

The Community Foundation of Sarasota County (CFSC) has been named one of the *Best Places to Work in Sarasota-Manatee* for both 2018 and 2019!

CFSC has been a respected philanthropic force since its founding in 1979. By providing a highly personalized link between donor's dreams and the community's needs, CFSC has helped ensure that people of vision and means have a trusted partner in their commitment to having an enduring impact on the community and causes they treasure. Accordingly, CFSC purposefully champions the community goals of its donors, committed at every turn to helping individual community investors achieve the maximum impact for the philanthropic dollars they entrust to the Foundation.

Recently, in just one 24-hour period, 58,974 donors to CFSC's 2020 Giving Challenge raised over \$18.4 million for 687 local nonprofit organizations. Since 2012, the Giving Challenge has raised over \$58 million for local nonprofits. The Giving Challenge is but one example of how

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CFSC welcomes all community philanthropists and believes that everyone can be a philanthropist, not just those with means.

A dedicated advocate of excellence in philanthropy, CFSC is accredited by the Community Foundations National Standards Board, a supporting organization of the Council on Foundations. Perhaps more important locally, the Foundation is widely regarded as a collaborative partner by hundreds of nonprofits serving the people of Sarasota and surrounding counties.

CFSC expects its team to embody a set of seven core values:

- Compassion
- Empowerment
- Innovation
- Integrity
- Quality
- Stewardship
- Inclusiveness

Complete information on the Community Foundation of Sarasota County can be found online at [www.cfsarasota.org](http://www.cfsarasota.org)

**All interested candidates should complete an application through the Community Foundation's recruitment website, including a current resume and cover letter.**

**Please apply online at [www.CFSarasota.org](http://www.CFSarasota.org).**

For additional information or questions, please contact:

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Community Foundation of Sarasota County