

evanston!communityfoundation

Vice President of Philanthropy & Communications Full Time Employment Status

Organization Description

Community foundations fulfill a community leadership role in identifying and addressing community challenges, as well as developing resources to support areas of need and opportunity. More than 750 operate throughout the United States. Evanston Community Foundation (ECF) supports Evanston, Illinois with specific, place-based strategies in support of the community. ECF provided more than \$1.3 million in grants and fund distributions to benefit our Evanston community in 2018, in support of a more vibrant, inclusive and equitable community. Our assets have grown from \$3 million in 2001 to \$25 million in 2018. With these assets, ECF exercises a community leadership role and provides for the common good of residents by building the organizational capacity of Evanston's nonprofit sector via grants, technical assistance and collaborations that meet shared goals. Under our current strategic plan we are focusing on racial equity, cross-sector collaboration, and a thriving nonprofit community to improve the lives of all Evanston residents.

We are a collegial, energetic team of ten employees supported by a dedicated board of community and business leaders.

Position Description

The Vice President of Philanthropy and Communications leads the Foundation's asset development and donor relations, with a focus on major gifts, endowment building, and planned giving. Through development and cultivation of personal relationships, and affinity groups s/he strengthens the culture of philanthropy in Evanston and nearby communities to fulfill ECF's mission of helping Evanston thrive as a vibrant, inclusive, and equitable community. Through communications, s/he guides the organization's goal of growing our public profile. The Vice President inspires broader and deeper support from Foundation donors, maximizing gifts for endowment and annual support, engaging in funding partnerships with family foundations and donor-advised fund holders, and assisting donors in establishing donor-advised and endowed funds. This position oversees staff responsible for annual fundraising, including our major event, donor services & database management, grant writing, and the Foundation's communications strategy. Reporting to the President and CEO this position staffs board committees dedicated to building the assets and public profile of the organization.

General Responsibilities

The Vice President will be the CEO's partner in realizing the Foundation's asset development potential through identifying and developing strategies for the prospects most able to help meet goals. S/he works collaboratively with the CEO and with the programs and finance leaders; this position is part of the Foundation's senior leadership team. It is expected that the Vice President of Philanthropy and Communications will focus on moves management activities and spend a significant percentage of his or her time out of the office advancing Foundation relationships with donors and prospects. S/he and the CEO will collaborate to assess opportunities, determine priorities and set strategies for asset development.

Primary Responsibilities

- Responsible for all Foundation fund development activities including an annual development plan aligned with growth goals to advance the Foundation's strategic initiatives.
- Ensure attainment of annual goals for operating contributions, endowment gifts, and planned giving through both his/her portfolio of donors and by supporting the cultivation and solicitation activities of the Development Officer, President, current and past board members, and committee members.
- Guide CEO and philanthropic engagement committee to set strategic direction for and lead major gifts efforts.
- Engage board members in fulfilling assigned development responsibilities, directing and supporting their efforts to enhance donor relationships, coordinating their management activities and reporting regularly to the CEO.
- Lead the Foundation's major gifts efforts, expanding our relationships with current donors, while also developing and cultivating relationships with new donors to increase the Foundation's endowed assets, primarily through current and planned gifts of five-to-seven figures; establish a strong feeder program for the major gifts portfolio.
- Work with CEO to ensure that her portfolio of prospects and donors is most strategic and that her time in development activities is most effectively spent.
- Engage Development Officer and other staff in prospect identification, qualification, cultivation and solicitation as opportunities arise within their responsibilities and relationships with donors and prospective donors.
- Guide Communications Coordinator to develop messaging for fundraising appeals, annual report, and website/social media, and planned giving materials.
- Contribute to a marketing and communications strategy to expand visibility and knowledge of ECF's value to Evanston through its endowments, grants, programs, strategic initiatives, and community outreach.
- Oversee grant proposal development by our contracted grant writer to solicit funding for Foundation initiatives, projects and programs.
- Direct development of the Foundation's relationships with corporate and business community, for professional advisors and family foundations to ensure sponsorships, and ongoing support.

Additional Responsibilities

- Provide direction to Development Officer in engagement with Alumni Council and other affiliate groups as identified
- Develop and implement prospect research, qualification, cultivation, and solicitation strategies
- Supervise direct mail fundraising campaigns for annual operating support implemented by the Development Officer and Communications Coordinator
- Manage coordination of fundraising for programs such as Leadership Evanston
- Manage process for maintaining accurate database records of development and donor engagement assignments and activities
- Manage events/stewardship for donors including grantee site visits, board member house parties, two larger annual events, and affinity group events
- Participate in local, regional or statewide community foundation collaborations focused on fundraising
- Represent the foundation in a variety of settings.

Qualifications/Requirements

- Bachelor's degree required, master's degree a plus; a minimum of 10 years of progressive fundraising work experience, including supervision; fundraising credentials desirable
- Demonstrated personal success in major gifts, at least seven years of experience in donor development, fundraising, and in building networks
- Skilled in the art of personal solicitation and in directing volunteers in solicitation of five-seven figure gifts
- Good sense of humor and ability to work well with colleagues, volunteers, and the public
- Excellent follow-up and a keen sense of timing that will further our success.
- Excellent communication skills (written and verbal); discreet and experienced in handling highly confidential information and materials
- Ability to juggle multiple tasks well and prioritize; solid organizational skills
- Experience with event coordination
- Ability to travel throughout the metropolitan Chicago area and work occasional off schedule events and meetings.
- Works well independently, communicates readily, collaborative with colleagues, and interacts in a positive, professional manner with staff, donors, general public and the media.
- High level of computer proficiency & familiarity with donor databases. (Windows, Microsoft Office products including, Word, Outlook, PowerPoint, Akoya CRM)

Compensation

Salary and benefits competitive and commensurate with experience.

OUR SEARCH PROCESS

One of ECF's core principles is our focus on equity. We believe in inclusion and the richness of ideas and perspectives and actively invite a diversity of candidates. If you would like to be considered for our Vice President of Philanthropy and Communications role, please send a cover letter and resume that describes your interest in the position and how your work/education prepares you for the position along with wage requirements to ECFsearch@evanstonforever.org and indicate in the subject line: **YOUR NAME – VP of Philanthropy. For best consideration materials should be submitted by June 21, 2019.**