

Transformational Gifts Officer

Full-Time Employment Status

About ECF

The Evanston Community Foundation (ECF) builds, connects, and distributes resources and knowledge through local organizations to help Evanston thrive, now and forever. Established in 1986, the Foundation awards grants of \$1.25 million annually to support a more vibrant, just, and inclusive community. ECF has grown rapidly since 2001 and has become an ever more effective catalyst for community change. Assets have grown from \$3 million in 2001 to more than \$34 million, and the current operating budget is \$1.6 million. The staff includes fifteen employees supported by a twenty-one-member board of community members.

At the end of 2021, the ECF Board approved a bold new strategic plan with three core goals:

1. Promote and advocate for systemic racial justice and equitable opportunity by uniting partners across philanthropy, nonprofits, business, and government, to permanently strengthen our community.
2. Inspire and galvanize community giving to respond to immediate and future needs, focus on racial justice, and build future philanthropic leaders.
3. Harness community expertise of those most impacted by structural racism to identify and invest in holistic solutions, resulting in a more equitable and interconnected community that works for all.

ECF is accredited by the Community Foundation National Standards Board, maintaining a commitment to use best practices for community foundations across the country, and is a member of the Alliance of Illinois Community Foundations.

About the Position

The Foundation's Transformational Gifts Officer (TGO) will play a critical role in ensuring the development team meets fundraising goals by increasing contributed revenue to the organization and managing a portfolio of donors/prospects who have the interest and capacity to give to helping Evanston become a more vibrant, just, and inclusive community.

Reporting Responsibility: VP of Development

Staffing Responsibility: No direct staffing responsibility, but to join the development team in support of all fundraising efforts

The TGO will follow a moves management fundraising system including donor identification, qualification, cultivation, solicitation, and stewardship. They will work with the Development team to create and implement strategies to strengthen our fundraising revenue. ECF's Transformational Gifts Officer is knowledgeable about the art and science of the fundraising industry, and how philanthropy plays a critical role in the betterment of community. They must be professional, resourceful, self-motivated, technologically savvy, community-minded, respectful, and pay keen attention to detail. They are a good listener, effective communicator, strong relationship builder, excellent writer, and capable of managing many projects.

The incumbent will serve as a core fundraiser on the Development Team by managing a portfolio of donors who will give to the Now! Fund (the annual operations fund), the Forever! Fund (the unrestricted endowment), donor advised funds, field of interest endowed funds, and more. The TGO will manage their portfolio's donor relationships from identification to stewardship, ensuring we are able to build revenue to increase our capacity for community change. Specifically, the TGO will utilize the ECF pipeline, donor database, and wealth analyses software to best seek and procure dollars and strengthen donor relationships for ECF's advancement.

The TGO will work closely with the Database Associate and Director of Donor Relations to maintain and refresh our moves management program, with specific ownership of the major and mid-major donor relationships and prospect pipeline. This includes maintaining a donor stewardship plan, establishing KPIs, cultivating and stewarding support through action plans, managing portfolio of major and mid-major gift donors and prospects, serving as the primary partner for Campaign Manager, leveraging campaign to broaden and deepen the Foundation's donor base, helping the VP focus Board engagement (and recruitment) in relation to the campaign, educating donors to Give To, Through and With ECF Appeals, raising recognition among professional advisors, elevating Evanston's visibility, and educating donors about ECF's philanthropic services and benefits.

Desired Background

- Demonstrated major gift experience soliciting and securing five, six, seven-figure figure gifts through relationship development, stewardship, and maintenance
- Understands and/or has an eagerness to learn about the interworking of a community foundation and how philanthropy can drive social change
- Experience working with a variety of fund types including annual funds, endowment funds, and grantmaking funds including donor advised funds, as well as with a variety of gift types including pledges, cash, stock, IRA rollovers, annuities, trusts, corporate matching gifts, monthly recurring gifts, internal and external donor advised funds, planned gifts including bequests and life income agreements.
- Adept at building relationships with donor advised fund holders; comfort and confidence in working with new and seasoned high net-wealth individuals
- Understands and has experience fundraising in an endowment Capital Campaign, with a proven record of maintaining strong, engaging, and authentic donor relationships, working with campaign counsel to create and execute portfolios, and engaging in moves management processes
- Is open and eager to work with multiple stakeholders to meet community need as it evolves
- Understands and has experience with serving as host of small and large donor events from fundraising galas to smaller dinner parties
- Facilitate the review of grant proposals by outside Grantmaking Partners, who contribute a significant percentage of the Foundation's grants budget each year. Works with Development and Programs staff to cultivate Grantmaking Partners to solicit additional grant funds from private foundations, donor-advised funds, etc.
- Works with Communications Department to ensure that the donor and prospect base, nonprofits, and broader community is well informed of giving opportunities and impact.
- Participates in local and national professional development through the Alliance of Illinois Community Foundations, Grantmakers for Effective Organizations, Council on Foundations, Forefront, etc.
- To ensure, along with other staff members, that the Foundation has up-to-date knowledge of the Evanston community and issues to guide board-led policy-making, guide donors, and inform the Foundation's grantmaking.
- Understands and has experience with corporate engagement and sponsorship fundraising

Desired Characteristics

- Ambitious and driven to meet fundraising goals
- Organized, detail- and process-oriented
- Comfortable navigating a range of technology tools and databases
- Able to effectively work autonomously and as part of a team; comfortable taking initiative and leading when the opportunity arises
- Exhibits cultural humility and is approachable and relatable to community members
- Exceptional personal integrity and discretion; scrupulous respect for confidentiality
- Flexible to work some evenings and weekends
- Active and exceptional listening skills

- Understands and exhibits the principles of trust-based and place-based philanthropy
- Enthusiastic about, committed to, and embedded in the Evanston community, with a deep knowledge of the local nonprofit sector and its shared leading donors

Desired Skills

- Familiarity with application systems and/or relational databases
- Fluent in Basic Microsoft Office applications – Word, Outlook, and Excel, and Teams
- A strong background in CRM databases similar to: Salesforce, Raiser’s Edge, Community Pearl, Community Suite, Neon, etc. ECF uses Foundant’s Community Suite as their core CRM.
- A strong background in Wealth Analyses databases similar to: Bloomerang, Wealth Engine, Research Point, iWave, Donor Search etc. ECF uses Wealth Engine as their core donor research software.
- Strong written and verbal skills
- Demonstrated commitment to ongoing anti-racist and/or Diversity, Equity, and Inclusion learning
- Ability to analyze, think critically, and explain alternatives clearly
- Knowledge of social and public sector issues
- Preference for bilingual candidates

Compensation and Other Details

The position is 40 hours/week, with a hybrid of remote and in-person work. The candidate must be available for evening and weekend events to align with the Foundation’s work.

This position is full-time and exempt. The salary range for the role is \$80,000-100,000 annually; a group health HMO/PPO, dental, and vision; short- & long-term disability; life insurance; 403b retirement plan including a match; and a generous vacation & holiday schedule.

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. We also believe it is vitally important to provide a safe working environment for our employees, volunteers, and visitors to reduce the risk of exposure to or spreading the COVID-19 virus. Employment requires that every staff member have all recommended doses of the COVID-19 vaccine, according to schedules published from time to time by the Centers for Disease Controls and Prevention (CDC), except if a reasonable accommodation has been granted based upon disability or religion.

How to Apply

We have partnered with Armando Zumaya in this search process. Please submit a resume and cover letter to his email, armando@somoselpoder.org. Your email subject line should state "Transformational Gifts Officer - ECF".