

evanston!communityfoundation

Director of Philanthropy & Communications Full Time/Exempt

Organization Description

Community foundations represent the fastest growing segment of philanthropy and have become the key agents in increasing place-based philanthropy. Evanston Community Foundation (ECF) exemplifies this growth and increased impact. ECF builds, connects, and distributes resources and knowledge through local organizations for the common good of all of Evanston. Established in 1986 the Foundation has awarded over \$7 million in funding to the Evanston community to support a more vibrant, just and inclusive community. Today's ECF has grown from assets of \$3 million in 2001 to \$22 million. Unrestricted and board directed endowment funds are ECF's core of funds (78%) while another 90 funds serve diverse purposes defined by community organizations and donors. 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.

With our most recent strategic plan we are supporting systems change, racial equity and cross sector collaborations to improve the lives of people who live, work and love Evanston. We are seeking a motivated Director of Philanthropy and Communications to join a dynamic team and lead the Foundation's efforts to realize the long-term financial sustainability of our mission. S/He will serve on the CEO's senior team to plan ECF's overall development goals and strategies. ECF is accredited by National Standards and a member of the Alliance of Illinois Foundations maintaining a commitment to use best practices for community foundations across the country.

The staff is 5 full-time and 4 part-time employees supported by a dedicated board of community and business leaders.

Reporting Responsibility: President/CEO

Supervisory Responsibility: Development Officer, Development Associate, Communications Coordinator, Intern/Work Study/Volunteers

Board Committee Staffing Responsibility: Philanthropic Engagement Committee, Communications & Marketing, and Corporate Engagement

Position Description

The Director of Philanthropy and Communications leads the Foundation's asset development and donor relations, with a focus on major gifts and planned giving. The Director of Philanthropy and Communications works collaboratively with the CEO and with the programs and finance leaders; this position is part of the Foundation's senior leadership team. 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 just community. Through communications s/he guides the organization's goal of growing our public profile and outreach efforts. The Director inspires, broadens, and deepens support from Foundation donors, maximizing unrestricted gifts for endowment and annual support, and assisting donors in setting up donor-advised and designated funds. This position oversees staff responsible for the Annual Fund (including the annual benefit), major event planning, database management, and the Foundation's communications strategy.

Primary Responsibilities

- Direct all Foundation fund development activities to increase the Foundation's endowed assets, primarily through current and planned gifts of 5-7 figures; establish a strong feeder program for the major gifts portfolio
- Guide CEO and lead board's fundraising committee to set strategic direction for a major gifts program that expands ECF's relationships with current donors, while also developing and cultivating relationships with new donors
- Manage portfolio of 25-50 prospects
- Staff CEO, select board members, and other key volunteers in cultivating and soliciting prospects; coordinate and record moves management
- 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; report regularly to the CEO about board activity with prospects
- Develop and meet biennial goals for operating contributions, endowment gifts, and planned gifts
- Engage Development Officer and other donor relationship managers in prospect identification, qualification, cultivation, and solicitation as the appropriate opportunities arise
- 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
- Engage with Communications Coordinator, to develop messaging for fundraising appeals, annual report, website/social media, and planned giving materials
- Direct development of the Foundation's relationships with the corporate and business community

Additional Responsibilities

- Provide guidance to Development Officer who manages program to engage former board members (Alumni Council) and other affinity groups as identified
- Write proposals and reports for funding Foundation initiatives, developing and staffing outreach programs for professional advisors, family foundations, and other groups
- Develop and implement prospect research, qualification, cultivation, and solicitation strategies
- Supervise two direct mail fundraising campaigns for annual operating support implemented by the Development Officer and Communications Coordinator
- Manage coordination of fundraising for program support and grant making
- Manage process of maintaining accurate database records of development and donor engagement assignments and activities
- Support the management of events for/stewardship of donors including house parties, two larger annual events, and affinity group events
- Participate in local, regional, or statewide community foundation collaborations focused on fundraising

Qualifications

- Bachelor's Degree required, Master's preferred; plus 5-7 years progressive fundraising work experience; fundraising credentials desirable
- Demonstrated personal success in raising major gifts, donor development, annual fundraising, and in building networks; experienced 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 communication skills (written and verbal); discreet and experienced in handling highly confidential information and materials; solid organizational skills
- Experience managing staff with varied experience levels
- Experience with event coordination and in managing consultants
- Work well independently, communicate readily and work collaboratively with colleagues, and interact in a positive, professional manner with staff, donors, general public, and the media
- High level of computer proficiency (e.g. Windows, Access, Word, Outlook, PowerPoint, Community Pearl donor management software)

Successful Candidates Will

- Be able to manage a flexible work schedule, committing to evenings and weekends as needed
- Desirable to have professional experience in the social service sector, or to have a personal passion for this work
- Be familiar with the Evanston community as well as surrounding communities
- Demonstrate diversity of action, thought, and experience with donors and the larger community
- Demonstrate the ability to travel within Evanston and the larger metropolitan area independently

Salary & Benefits

- Compensation includes a competitive salary commensurate with experience; a group health PPO; long term disability; 403b retirement plan and generous vacation & holiday schedule.

OUR SEARCH PROCESS

One principle of the Foundation is to 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 Director of Philanthropy & Communications role, please send a resume and a cover letter that describes your interest in the position and how your work/education prepares you for the position along with salary requirements by **October 6, 2017** to ECFSearch@Evanstonforever.org and indicate in the subject line: **YOUR NAME**