

Vice President of Philanthropy

The Foundation for Enhancing Communities (TFEC) is searching for a Team Member reporting directly to the President & Chief Executive Officer, who will play an integral role in the design, assessment and decision-making process aimed at fostering large-scale social benefits through TFEC's Mission. This position requires creative thinking to generate ideas based on knowledge of and experience in the community foundation space. There is a strong expectation of major contributions to TFEC's learning objectives and strategy in close collaboration with key Volunteers, Team and Community members.

Major Accountabilities:

Philanthropy Leadership and Strategy

- Direct supervision and support of the Philanthropy Team (3) to successfully execute all goals and objectives.
- Serve on TFEC Leadership Team.
- Ensure that the Philanthropic Team engages with fundholders and donors to help maximize the impact of philanthropy in the causes that matter to them.
- Assist in the creation and implementation of TFEC's Strategic Plan.
- Creation of a Philanthropy Plan that aligns with the TFEC Strategic Plan and addresses the following:
 - Raising awareness of TFEC's charitable opportunities
 - Securing opportunities to provide education of TFEC's charitable opportunities
 - Current fundholder stewardship
 - New fundholder cultivation
 - New fund establishment
 - Legacy Society engagement
 - Professional Advisor engagement
- Assist in the creation and implementation of TFEC's Diversity, Equity and Inclusion Plan.
- Develop and implement procedures for all aspects of the Philanthropy Team.
- Work collaboratively with the President & Chief Executive Officer and the Marketing and Communications Team to improve data collection and reporting of community impact of funds and TFEC initiatives.

Community and Network Development

- Oversee implementation and growth of TFEC's special initiatives: Emerging Philanthropists Program, Fund for Women & Girls.
- Oversee implementation and growth of the three regional affiliate foundations of TFEC.

- Work collaboratively with other Teams to meet TFEC's philanthropic goals.
- As needed, assist with providing marketing and communication support to fundraising campaigns, events, and/or special initiatives.
- Assist with the overall development and implementation of the marketing and communications plan as appropriate.
- Assist with providing editorial direction for core TFEC marketing and communications, including e-newsletters, Annual Reports, marketing one-pagers, and other print collateral (brochure), social media, and the website. Promote the use of marketing and philanthropy messages in all published pieces.
- Work closely with the Director of Community Investment to remain knowledgeable of grant impact.
- Manage the development and implementation of a professional advisor engagement program.

Continuous Learning and Innovation

- Learn, maintain proficiency, and establish Philanthropy standards utilizing company software to manage donor and gift information.
- Stay updated and educated on philanthropic trends, community foundation best practices, and legislation that impacts TFEC and our donors, fundholders, and professional advisors.
- Maintain policies and procedures following best practices that align with the Council on Foundations' National Standards for U.S. Community Foundations as well as state and federal regulations related to charitable giving and fundraising.

Community Engagement

- Represent TFEC at internal and external community meetings and events related to TFEC's philanthropic opportunities, effectively conveying our mission, vision, programs, impacts, and needs.

Qualifications:

- Minimum of a Bachelor's degree with ten years of professional experience in fundraising preferably in the nonprofit sector; at least three years of supervisory experience required.
- Capable of effectively prioritizing and balancing multiple responsibilities.
- Dynamic, active learner.
- Excellent oral, written communication and interpersonal skills required.
- Innovative and effective facilitator who can motivate individuals to create, implement and evaluate programs that are consistent with TFEC's Mission, Core Purpose, and Philosophy.
- Values and excels in collaborative relationships with individuals from diverse backgrounds.
- High degree of personal integrity and commitment.

- Believes in the capacity of TFEC to “enhance communities” and improve the overall quality of life in the communities we serve.
- Ability to articulate a clear philosophy about the role of the nonprofit sector in society.
- Ability to work well independently and as a member of a Team.
- Participate in “cross training” with other key TFEC Teams.
- Experience utilizing programs within the MS Office Suite are essential as well as the willingness to learn the company's software.
- Availability to travel both locally, regionally and nationally (conferences, workshops and training is required).

We offer a diverse and fulfilling work environment where being a part of a Team is non-negotiable. We offer a competitive salary and an outstanding benefits package. We are an equal opportunity employer.

Visit <https://www.tfec.org> for more information on our organization.

Applications should send a letter of interest and resume to vpp@tfec.org. Materials will not be accepted without salary requirements and three professional references.