



THE COMMUNITY FOUNDATION
serving Clark, Cowlitz, and Skamania Counties
1053 Officers Row
Vancouver, WA 98661

JOB DESCRIPTION

TITLE: Vice President of Development

REPORTS TO: President

THE ORGANIZATION

The Community Foundation for Southwest Washington (www.cfsww.org) was established in 1984 to serve philanthropy in southwest Washington. It is a team-oriented workplace with a full-time staff of ten people. Our offices are located on the historic Officer's Row on the Fort Vancouver National Site, a 366-acre campus that is the only national park site in the Vancouver/Portland metropolitan area. We are five minutes from downtown Vancouver and just across the Columbia River from Portland, Oregon.

One of our nation's 700 community foundations, we are a public charity that helps a broad cross section of citizens build stronger communities. We are a 501(c)(3) nonprofit public charity, governed by a dedicated volunteer board of directors and managed by an experienced professional staff. The Foundation is uniquely positioned to serve both donors and nonprofits to maximize the effect of philanthropy in our region. We manage a growing collection of charitable funds established by individuals, families, businesses and nonprofits. Each year the Foundation distributes millions of dollars through grants and scholarships for programs in the areas of education, children's issues, arts and culture, civic and community building, health and human services, and conservation, helping hundreds of donors to achieve their philanthropic goals and a variety of nonprofits to carry on their good work.

We are pursuing ambitious goals and have just completed one of our better years for dollars granted and funds raised. We are seeking a Vice President of Development who will share our commitment to philanthropy and who will lead our effort to grow the Foundation's permanent assets to \$100 million, in order to increase the Foundation's granting to local nonprofits.

The culture of the Foundation is one of high performance, transparency and flexibility. We are serious about our work, but dedicated to making it enjoyable. All staff participate in some form of professional development on an ongoing basis and work cooperatively as a team, respectful of each other, the volunteer board that guides us, and the donors and nonprofits with whom we work.

THE POSITION

This position is part of the senior management team that supports the President in directing the Foundation. The Vice President of Development will lead the Foundation's efforts to grow philanthropy throughout southwest Washington by engaging individuals, families and businesses in charitable work through the Foundation. Generating charitable opportunities requires a highly motivated and reliable professional who possesses excellent organizational and communications skills.

The Vice President of Development is responsible for the asset development and promotional efforts of the Foundation. S/he is charged with the creation of new funds and with leading the effort to build the Foundation's permanent endowment to at least \$100 million for the long-term benefit of the community. The Vice President also oversees gift recognition, special events and marketing activities. Duties include raising money through developing and managing programs to increase visibility, developing and implementing the Foundation's key messages, creating broad public awareness of the Foundation, and furthering its strategic goals for asset growth, donor services and community leadership. The Vice President receives overall direction from the President and works closely with the Foundation's senior staff and the Board of Directors.

PRINCIPAL RESPONSIBILITIES

1. Increase financial contributions to the Foundation, particularly through the creation of new funds, additions to existing funds, and securing bequest gifts (75%):

- Design and oversee the implementation of the development program, including prospect research, major gift solicitations, donor tracking, planned giving program, liaison relationships with estate planning colleagues, annual giving campaign, effective public awareness, and meeting face-to-face with prospective donors to secure charitable gifts to the Foundation ("closing the deal").
- Cultivate and maintain relationships with professional advisors through individual meetings, presentations to firms, events and other networking opportunities in order to generate client referrals to the Foundation.
- Participate in Board meetings and senior staff meetings to stay abreast of key issues, opportunities and events and to provide leadership in identifying opportunities to increase the Foundation's visibility in the community with the goal of growing the permanent endowment.
- Monitor national trends related to philanthropy and the topics of Foundation initiatives. The Vice President is expected to play a leadership role in bringing information and ideas into the organization, as well as maintaining current knowledge about the Foundation's activities and promotional opportunities.
- Coordinate market research activities (e.g., donor and grant recipient surveys) and develop marketing plans to attract new donors.
- Provide staff support to several Foundation committees and task forces including, but not limited to, the Development Committee and Professional Advisory Council.

2. Communications (15%): Oversee the production of the Foundation’s newsletter (Catalyst), The Advisor and annual report to the community. Coordinate design and production of brochures, special reports and other materials promoting the services and accomplishments of the Foundation. Depending on the scope of the particular publication or project, this may include research, writing, editing and design work.

- Coordinate marketing and donor services communications with current donors, prospects and professional advisors. Where appropriate, prepare ad copy and participate in design phases.
- Develop appropriate mechanisms for measuring the effectiveness of individual and overall communications programs. Work closely with the Foundation’s staff to ensure that these communications tools are appropriate and effective.
- Oversee the maintenance and updating of the Foundation’s website and its use of social media, and evaluate opportunities for additional functionality.
- Establish and maintain relationships with key news media contacts to promote positive coverage for the Foundation’s asset development, community leadership and grantmaking activities. Coordinate all media activities, including responding to inquiries from the media. Develop and execute public relations plans for grantmaking, advancement and Foundation initiatives and events.
- Oversee the preparation and distribution of news releases, coordinate occasional news conferences, and seek opportunities for feature stories and op-ed pieces to promote the Foundation’s activities.
- Encourage and assist nonprofit organizations to generate their own media coverage of programs supported by the Foundation.

3. Special events and projects (10%): Work with Foundation volunteers and staff to plan, coordinate and publicize our Annual Luncheon event and other special events, as appropriate.

- In collaboration with the President, develop and promote an active program of events and information to educate donors about grant making opportunities and approaches to cultivating family philanthropy. Communicate with and honor donors through donor forums and donor recognition events.

4. Other duties as assigned

ESSENTIAL SKILLS

The successful candidate will be:

- Experienced in relationship management with a proven track record of raising funds, building partnerships, increasing customer bases or similar development work.
- A poised professional with the ability to meet with donors and inspire their confidence and trust.

- Experienced in planning and implementing gatherings and events.
- Comfortable in diverse social contexts and able to work effectively with diverse people.
- Able to build trust with others through authentic personal character and follow through on commitments.
- Someone who puts the concerns of others and the community at the forefront.
- An innovator and strategic thinker who is able to effectively execute plans.
- Skilled in writing and public speaking.
- A hands-on professional who is comfortable performing all levels of tasks required in a small office, including composing letters, keeping records, maintaining schedules, etc.

QUALIFICATIONS

- At least ten years of experience in development work at a foundation or nonprofit (preferably with at least five of those years in a senior officer position), or in a related field such as banking, law, public accounting or financial management.
- Bachelor's degree required; Master's degree preferred.
- Proven leadership and managerial skills.
- Ability to understand and learn various charitable giving vehicles and their benefits.
- Strong interpersonal skills, ability to establish good working relationships with Foundation staff, colleagues, news media, donors, consultants, volunteers and a wide variety of members of the community.
- Strong analytic, problem-solving and strategic thinking skills.
- Ability to determine priorities among multiple responsibilities.
- Computer literacy and proficiency in Microsoft Office essential. Familiarity with desktop publishing and website management preferred.

COMPENSATION

Salary is commensurate with experience. Benefits include a retirement plan and fully paid family medical and dental insurance.

TO APPLY

Please submit a resume and letter outlining the experiences that you believe qualify you for this position. Include a list of references (minimum of three) and send all materials to:

The Community Foundation for Southwest Washington
 Attn: Richard Melching, President
 1053 Officers Row
 Vancouver, WA 98661