



Director of Philanthropic Services

Our Team is Our Strength

Do you desire to have a job you love, a workplace that appreciates their employees, and the opportunity to make a positive impact in your community while you work? If your answer is yes, we cannot wait to meet you!

The Community Foundation of Harrisonburg and Rockingham County (the Foundation or TCFHR) is seeking a skilled person with a passion for our mission to join our team as a Director of Philanthropic Services. This position will report directly to the Executive Director.

About our Foundation

TCFHR was founded in 1998 and is a 501(c)(3) nonprofit organization. TCFHR makes it easy for members of our community to give back to the place they call home. TCFHR works with individuals, families, businesses, and nonprofit organizations. TCFHR currently has over 300 funds with approximately \$110 million in assets of which \$47 million are endowed. A staff of six manages \$5- \$10 million in gifts and grants annually.

Compensation & Benefits

- Salary of \$80,000 – or greater, depending on experience
- 100% of employee health insurance paid
- Opportunity to participate in a 401(k) with 4% employer match
- Generous Paid Time Off (PTO) policy
- \$40 per month reimbursement to offset phone expenses
- Paid holidays
- Preference will be given to applicants who reside in or are willing to relocate to the service area of Harrisonburg and Rockingham County
- Position requires regular, in-person attendance at the office

Specific Duties and Responsibilities:

Lead and execute the Asset Development Plan for the Foundation.

- Continue the culture of charitable giving for the Foundation, including building the Community Endowment, Dolly Parton's Imagination Library Endowment, Vocational Endowment, and other endowments per the strategic plan.
- Proactively identify, cultivate and secure new funds of all types, including donor advised funds, designated funds, area of interest funds, scholarship funds, agency funds, pass through funds, and all other funds for the Foundation.
- Proactively cultivate and maintain high-trust relationships with donors, committee members, and key stakeholders to expand engagement and investment.
- Build solid growing support for all programs and initiatives of the Foundation which may include grants or other philanthropic partnerships to expand revenue streams for the Foundation.
- Cultivate and encourage donors to make additional gifts to their funds.
- Cultivate and grow donors with bequest provisions.
 - Review estate plans a minimum of once every three years.
- Assist donors in the maintenance of their funds.
- Visit fund holders a minimum of one annual contact per year.
- Prepare for and participate in meetings with donors and prospects.
- With the Executive Director, establish strong relationships with professional advisors to secure major and planned gifts.
- Create a planned giving society.
- Develop a dashboard for measuring asset development growth.
- Use database to set up and track management of donor relations

Works collaboratively with Director of Marketing to publications.

Shape and work with the Community Engagement Committee, a committee of the Foundation Board.

Attend community events on behalf of the Foundation and participate in presentations as needed.

Maintain confidentiality as defined in the Foundation policies.

Ensure compliance with IRS and Council on Foundation National Standards.

Interact closely with the Foundation leadership team.

Adhere to Employee Policies.

Reports to the Executive Director.

Other duties as assigned by the Executive Director.

Qualifications

10+ years of relevant experience in fundraising

Excellent communication, facilitation, and relationships-building skills.

Bachelor's degree preferred

CFRE a plus.

Knowledgeable about planned giving.

Knowledge of how to build a major donor pipeline and implement best practices of donor stewardship.

Expertise in charitable giving vehicles (trusts, real estate, and other no-cash assets) charitable tax law, and philanthropic trends

Comfortable working in a fast-paced and goal-oriented environment.

Highly organized and able to manage multiple projects simultaneously.

Understands basic legal and investment mechanisms.

Ability to handle sensitive matters with tact, discretion and confidentiality.

Professional demeanor, high integrity, good judgment and able to have a sense of humor.

Respects colleagues, and is honest, genuine, good listener, team player, adaptable to change, and excited about the mission of the Foundation.

Existing knowledge of the local community and philanthropic landscape a plus.

Bilingual Spanish/English a plus.

Proficiency with MS Office, Canva, Mail Chimp.

Willingness to work occasional evening and weekend events.

The Community Foundation of Harrisonburg and Rockingham County is committed to equal-employment principles. Send cover letter and resume to revlan@tcfhr.org
Position open until filled.