



## **DIRECTOR OF PHILANTHROPIC SERVICES**

### **Our Team is Our Strength**

Do you desire a job you love, a workplace that appreciates their employees, and the opportunity to make a positive impact in your community?

The Community Foundation of Harrisonburg and Rockingham County seeks a skilled person with a passion for our mission to join our team as a Director of Philanthropic Services. This position reports directly to the Executive Director.

### **Duties and Responsibilities**

- Lead and execute the Asset Development Plan
  - Continue the culture of charitable giving, including building the Community Endowment, Dolly Parton's Imagination Library Endowment, Vocational Endowment, and other endowments per the strategic plan
  - Identify, cultivate, and secure new funds of all types, including donor-advised funds, designated funds, area of interest funds, scholarship funds, agency funds, and pass-through funds
  - Cultivate and maintain high-trust relationships with donors, committee members, and key stakeholders to expand engagement and investment
  - Grow support for all programs and initiatives
  - Build philanthropic partnerships to expand revenue streams
  - 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 fundholders 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 produce publications
- Shape and work with board members on the Community Engagement Committee
- Attend community events 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's leadership team
- Adhere to employee policies
- Other duties as assigned

## **Qualifications**

- 10+ years of relevant experience in fundraising
- Excellent communication, facilitation, and relationship-building skills
- Bachelor's degree preferred
- Certified Fund Raising Executive (CFRE) preferred
- 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 non-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 a sense of humor
- Respects colleagues, and is honest, genuine, good listener, team player, adaptable to change, and excited about the organization's mission
- Existing knowledge of the local community and philanthropic landscape preferred
- Bilingual Spanish/English a plus
- Proficiency with Microsoft Office Suite, Canva, Mail Chimp
- Willingness to work occasional evening and weekend events

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.

## **Compensation and Benefits**

- Salary \$80,000 - \$120,000, commensurate with experience
- Full-time, salaried exempt position
- 401(k) retirement plan with employer match
- Generous Paid Time Off policy
- Ten paid holidays, plus two floating holidays
- Health, dental and vision insurance
- Flexible Spending Account

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

*The Community Foundation of Harrisonburg and Rockingham County is a public charity founded in 1998. The foundation makes charitable giving easy, acting in the best interest of our donors and partners to facilitate bold philanthropic initiatives for a stronger, healthier community. With assets of \$112 million in 358 funds, the foundation awards more than \$9.3 million in annual grants and scholarships. Visit [www.tcfhr.org](http://www.tcfhr.org).*