



## **Philanthropic Advisor**

### **ABOUT US**

Fairfield County's Community Foundation (FCCF) promotes philanthropy as a means to create change in Fairfield County, focusing on innovative and collaborative solutions to critical issues impacting the community. We foster a vital and inclusive community where every individual has the opportunity to thrive. As we progress in our journey to close the opportunity gap, we anchor ourselves in our 2022 Strategic Plan. We seek to close the opportunity gap in Fairfield County by eliminating inequities in income, education, employment, housing, and health. Driven by community and resident voices, we will use our political and social capital to influence and dismantle inequitable and unjust systems and help build new, equitable, and just systems. We will work with our community, which includes residents as well as public, private, and nonprofit partners, to build an understanding of disparities and the reasons they exist, including racial history; create a shared affirmative vision of a fair, inclusive society; and build civic, cultural, economic, and political power by those most impacted by inequities and injustices.

Our work is guided by a commitment to five core values, which are diversity, equity, inclusion, collaboration and integrity. We are committed to fairness, racial equity and providing opportunity without bias. FCCF's staff has a commitment to embrace all aspects of our values and to celebrate them in the pursuit of our mission

Individuals, families, corporations, and organizations can establish charitable funds or contribute to existing funds. FCCF is accredited with the National Standards for U.S. Community Foundations and has awarded over \$316 million in grants to nonprofits in Fairfield County and beyond.

### **POSITION SUMMARY:**

Working closely with the department head, the Philanthropic Advisor will strategize and execute the overall fundraising plan for the Foundation, ensuring that organizational fundraising goals of approximately \$25 million annually are achieved to empower the organization to maximize its impact on the community. This role is integral to the execution of donor and prospects meetings, targeted donor communications, and other strategies to grow support for the Foundation's key community impact programs.

The Philanthropic Advisor is responsible for advancing a comprehensive donor moves management program, incorporating staff members, the Development Committee, Board of Directors, and members of our Professional Advisors Councils as important donor stewards and relationship managers (RMs).

This role will also play an active role in growing assets under management through charitable fund acquisition. By providing exceptional advice and philanthropic planning services, FCCF's goal is to showcase its unique value proposition to Fairfield County philanthropists and donors.

### **What you will do**

- Partners with department head and team on creating annual revenue budget and development strategies including major individual gift solicitations, RM assignments, donor stewardship activities and communications, donor prospecting strategies and associated events;
- Works closely with department head to facilitate monthly cultivation, stewardship, and solicitation meetings
- Acts as a reliable counselor, strategist and enthusiastic, persuasive and passionate spokesperson on behalf of department and organization as a whole
- Responsible for maintaining a major donor portfolio, including Community Impact Fund donors and charitable fundholders
- Makes major gift solicitations from \$5,000 to over \$100,000 for our community impact work
- Develops and implements strategic fundraising campaigns for key FCCF Community Impact Programs and Initiatives (Community Impact Fund, Center for Nonprofit Excellence, Thrive by 25, The Fund for Women & Girls) to sustain and increase organization impact and competitive grantmaking capacity
- Expands major donor base through identifying, cultivating, soliciting and stewarding current and prospective major donors and fundholders
- Leads a Moves Management Program across the organization
- Collaborates with department head and others to develop new vehicles to expand donor prospect pipeline and engage donors to fulfill their philanthropic interests, locally and beyond
- Works closely with the Communications team to develop donor-centered print and digital marketing materials and communications
- Cultivates and establishes new Charitable Funds (i.e. Donor Advised, Scholarship, Nonprofit Endowment) ranging from \$50,000 up to \$3 million+, while stewarding existing fundholders to achieve and exceed annual fundraising goals
- Oversees all donor communications, including gift acknowledgement letters, newsletters, etc.

### **What we're looking for**

- Bachelor's degree, 7-10+ years of experience
- Increasing levels of responsibility and success in nonprofit development; an emphasis on providing service to high-net-worth donors is vital. Experience in Fairfield County, Connecticut strongly preferred
- Demonstrated success in identifying and cultivating major donor prospects, and in securing major gifts, including face-to-face solicitations
- Extensive fundraising campaign or sales experience

- Experience with charitable funds management preferred
- Strong written and verbal communication skills, including the ability to effectively collaborate with all key stakeholder audiences (internal and external)
- Highly developed relationship-building and listening skills; ability to easily connect and form long-term relationships
- Excellent organizational, prioritization and follow-through skills and attention to detail
- Comfortable with public speaking
- Effective problem-solving skills
- General knowledge of fund investments and the financial services industry; ability to effectively synthesize and translate technical content to donors and prospects
- Proficient in the MS Office Suite (Word, Excel, Outlook and PowerPoint)
- Proficient in CRM capabilities (experience with Foundant preferred)
- Ability to self-support for basic computer and administrative functions.

Fairfield County's Community Foundation respects diversity and accordingly is an equal opportunity employer that does not discriminate against employees or applicants because of race, color, religious creed, national origin, citizenship status, ancestry, age, disability or handicap, present or past history of mental disorder, sex, sexual orientation, marital status, gender identity or expression, veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws. We are dedicated to ensuring the fulfillment of this policy with respect to the recruitment, hiring, placement, promotion, transfer, training, compensation, and benefits of applicants and employees.