



VICE PRESIDENT OF CHARITABLE GIVING (VPCG)

JOB DESCRIPTION & POSTING

POSTED: JUNE 30, 2021

OVERVIEW OF IECF

The Inland Empire Community Foundation (IECF) is the Inland Empire's largest and only nationally-certified community foundation, serving a growing, diverse, and vast region of communities and thousands of donors. IECF has served the region for 80 years and holds \$120 million in donor and agency funds directed to causes that benefit the region. Over the last three years, IECF has emerged as a leading anchor organization, driving funding and strategy for a more resilient and collaborative region. From leading California's investments for Census 2020, to adopting a lens of equity for its work, IECF is on a mission to build the most effective community foundation possible to benefit the Inland Empire.

IECF is seeking a dedicated and dynamic Vice President to lead our Charitable Giving Team and help launch IECF's next phase of growth and impact for the Inland Empire. This leader will have a unique opportunity to build a team and shape IECF's presence in the region, leveraging its transformation and visibility over the last three years. The Vice President will be responsible for developing a culture of philanthropy at IECF that will lead to increased philanthropic assets for the region and a shared sense of impact and positive change for our fund holders and donors. Our ideal candidate is a servant leader who will encourage and foster the talents of staff, Board, and volunteers as essential to our successful charitable giving program.

JOB SUMMARY

The Vice President of Charitable Giving (VPCG) leads and oversees all aspects of IECF's charitable giving program including donor stewardship and new fund acquisition. The position is a member of the Senior Leadership Team (SLT) working directly with the President and CEO and Board of Directors to move IECF's fundraising plans forward. The person in this position will help integrate and align all IECF departments (marketing, grantmaking and programs, and finance) through strategy and communication. The VPCG will develop progress measures toward goals to help IECF achieve its goals and learn from its strategies. The VPCG will lead the additional hiring and training of the Charitable Giving Team, and will be based out of the Inland

Empire with an option for remote work somewhere within San Bernardino or Riverside counties.

The VPCG should be a strong communicator with outstanding management skills and possess a collaborative, transparent and supportive leadership style. The ideal candidate is a senior professional with experience in nonprofit fundraising, advancement, and management, with experience closing six-figure gifts and working with diverse donors.

KEY RESPONSIBILITIES

Leadership, Planning and Strategy

- In a collaborative fashion with staff and Board, develop multi-year and annual plans for donor prospecting, outreach, cultivation, and engagement that attracts and builds relationships with a diverse set of donors;
- Create and implement strategies for attracting and stewarding high net worth individual donors and private/family foundations;
- Develop and implement creative strategies to build a pipeline of potential new donors across the Inland Empire, from individuals and families to private foundations, using multiple channels including wealth managers, current fund holders and donors, and Board members;
- With IECF's Marketing Team, craft and implement the annual marketing and communications strategy aimed at retaining existing donors and attracting potential donors across key product types and giving opportunities; ensure engaging and appropriate materials describing giving opportunities and products;
- Lead the use of IECF donor tracking and management, ensuring data is analyzed and applied to all asset development strategies;
- Ensure that staff understand the Foundation's donor identification, cultivation and engagement strategy, and their roles and responsibilities in executing this strategy.

Donor Cultivation and Stewardship

- Develop strong relationships with existing and potential donors and professional advisors to support philanthropic goals;
- Engage IECF's Board of Directors and Charitable Giving Committee to assess strategies, identify donors, and support outreach and communication to existing and potential donors and fund holders;
- Grow and manage an organization-wide donor stewardship function, with processes and protocols for stewardship and donor communication and customer service;
- Advise and support donors to understand and envision their gift planning to fulfill their philanthropic objectives;
- Ensure IECF is operating at a regional scale and reaching donors across the Inland Empire.

Organizational Development and Management

- Using a coaching-style of leadership, manage the charitable giving staff by providing training and professional development, mentoring, and ongoing performance evaluation;
- Help ensure the highest standards of customer service for IECF;
- As part of the Foundation's leadership team, work with colleagues to establish policy, review budget priorities, and ensure the execution of the organization's strategic direction and Foundation-wide efforts;
- Work to maximize inter-departmental communication, collaboration, and coordinated efforts;
- Provide feedback and encouragement through regular performance reviews, goal setting, and team accountability metrics;
- Develop and manage the operating budget for the Charitable Giving team and its functions.

QUALIFICATIONS

- Minimum of 7-10 years in the nonprofit sector, advancement, and fundraising fields, with increasing levels of responsibility and demonstrated experience in managing a diverse staff;
- Significant fundraising experience and familiarity in closing six- and seven-figure gifts;
- Success in a leadership and management role, and proven ability to build a strong team culture;
- Evident commitment to ongoing professional development in the advancement field;
- Excellent written and verbal communication skills including strong editing skills to craft compelling messages, and an eye for design;
- Deeply respectful and intentionally supportive of diverse people and cultures;
- Bachelor's degree in relevant subject area or commensurate experience;
- Ability to work at a computer for several hours at a time;
- Proven ability using a CRM system and applying data analysis for planning;
- The ability to contribute to a collegial, respectful, and supportive work environment;
- Ability to work full time, travel by car throughout the Inland Empire, by plane periodically, and accommodate evening and weekend activities as needed.

COMPENSATION

Compensation will be competitive and salary range will be discussed with candidates who move to the initial interview phase. IECF offers health, dental, vision, and life insurances; a matched 401k plan; holidays and vacation; staff and professional development opportunities.

EEO STATEMENT

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy,

childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the job of VPCG along with a resume to Kim Potter, Executive Assistant, at kpotter@iegives.org. The position will remain open until a successful candidate is found and hired. Please check our website to determine if the posting is still open at www.iegives.org/jobs. For questions, contact Michelle Decker, IECF President & CEO, mdecker@iegives.org.

To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.