



**Inland Empire Community Foundation (IECF)
Strengthening the Inland Empire through Philanthropy**

Regional Charitable Giving Officer

JOB DESCRIPTION & POSTING

POSTED: March 22, 2024

Reports to: Senior Vice President of Charitable Giving

Status: Salary, Non-exempt

OVERVIEW OF IECF

The Inland Empire Community Foundation (IECF) is the Inland Empire's largest 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 \$135 million in donor and agency funds directed to causes that benefit the region. Over the last five years, IECF has emerged as a leading anchor organization, driving funding and strategy for a more resilient, equitable, and collaborative region. Today, IECF is using the Vital Conditions Framework to understand the conditions communities and individuals need to live thriving, healthy lives.

JOIN THE CHARITABLE GIVING AND MARKETING TEAM AT IECF!

The successful candidate will possess a passion for building a culture of philanthropy and a thriving Inland Empire. They will also have an eagerness to be part of a dynamic and high-performing team preparing for the next phase of significant organizational growth. Through the "art and science" of comprehensive gift planning, they will empower donors who want to make an impact and leave a lasting legacy of which we can all be proud!

JOB SUMMARY

Charitable Giving Officers, also known as Relationship Managers, are donor-centered team members who bring a depth of knowledge in the gift planning process and donor engagement while serving as the primary contact for donors to engage with IECF.

This position leads relationship development/fundraising, donor identification, cultivation and stewardship efforts in an assigned area in the Inland Empire. The person in this position will increase awareness of charitable giving and the Inland Empire Community Foundation, its programs, initiatives

and philanthropic efforts. The Regional Charitable Giving Officer coordinates with the Senior Vice President of Charitable Giving in the development of a comprehensive development plan to meet established fundraising goals and growth strategies for the region and organization.

KEY RESPONSIBILITIES

Donor Engagement

- Engages and develops a portfolio of at least 75 to 100+ active and/or prospective and diverse donors (with a goal of at least two unique donor visits per week)
- Develops a plan to inform and educate current and prospective donors on the different or varied charitable giving tools/giving options available including 80th Anniversary Signature Funds; IECF initiatives; IECF Funds as outlined in the Giving Guide (such as Donor Advised, Scholarship, Field of Interest, Designated); and endowed/planned/testamentary giving opportunities when they are a valuable tool for donors to consider
- Strategically engages with organizations, activities, and events in the community to advance donor engagement goals by enhancing the overall standing of IECF with community leaders and key constituents

Professional Advisor Engagement

- Engages with at least five current and past Professional Advisors who have been involved with IECF within the assigned region
- Creates a calendared weekly and monthly plan to meet, inform and engage current and prospective Professional Advisors
- Plans, promotes, implements and obtains sponsorships for Professional Advisor Council (PAC) meetings in the assigned regional area
- Stays current with trends in fund development, donor cultivation and relationship building, major and planned giving, estate planning, and new tax laws
- Maintains IECF's visibility in the Professional Advisor community by attending programs and events that enhance understanding of fund development and charitable giving vehicles with this key audience

Marketing & Communications

- Coordinates with Marketing/Communications staff on marketing and communications strategies targeted to key audiences in the region. Leads efforts to increase awareness and obtain funds for IECF's programs including 80th Anniversary Signature Funds, Here for Good Funds and others that are developed over time
- Understands the nonprofit landscape to connect donors to opportunities within the IE
- Interacts at a variety of levels of municipal and regional government as determined to be of value to IECF, in partnership with its Office of Policy and Engagement
- Shares learnings and reflections from donors with IECF program and policy staff to keep all teams updated and aware of areas of opportunity and need
- Facilitates strategic communications to advance IECF's work
- Leads donor onboarding for assigned relationships

Management and Administration

- Provides monthly reports on activities on weekly C-Suite Updates, reporting completion of tasks, notes and overall database management of information for both current and prospective members through the donor profile form. (to be reviewed monthly with Charitable Giving Staff)
- Attends meetings as required or requested including IECF Staff and Charitable Giving Department meetings

Interdepartmental Collaboration and Communications

- Serves as a “first contact” for donors within the assigned portfolio to filter and facilitate answers from all IECF team members within a targeted 48 hours timeframe
- Develops annual donor contact plans to discuss charitable giving and goals in partnership with any required internal stakeholders
- Engages additional resources and expertise by activating resources of the foundation
- Utilizes foundation resources as needed for donor cultivation and fulfillment of donor plans

QUALIFICATIONS

Professional Experience:

- Experience in not-for-profit development/charitable giving required
- Track record of developing revenue plans with a demonstrated ability to meet and exceed relationship and financial goals
- Understanding of and connections to Inland Empire nonprofit and philanthropic communities, including the notable donors and large institutional funders in Southern CA and beyond
- Experience completing donor agreements and grants/contracts
- Experience working within a community foundation is a plus

Minimum Qualifications

- Bachelor’s degree from an accredited college or university
- Five years+ experience in relationship management, planned giving, grant writing and foundation/corporate relations
- Vehicle driver’s license and insurance

Preferred Qualifications

- High level of proficiency in Microsoft Word, Excel and PowerPoint
- Residency in the Inland Empire
- Ability to use internet applications and email and external vendor and proprietary software programs
- Knowledge of research practices and principles, including conventional and internet research
- Skilled in business writing principles including proper spelling, grammar, punctuation and sentence structure

Other Training/Technical Skills/Knowledge

Specific Skills

- Database management experience in C-Suite or equivalent database/CRM preferred
- Compelling and persuasive written and verbal communication

- Detail-oriented editing and proofreading
- Skilled in managing multiple complex deadlines, both internal and external; managing internal/external stakeholders at all levels
- Capable of working with sensitive and at times confidential information and budgets
- Excellent communication and collaboration attributes with internal and external constituencies required

Abilities & Behavior

- Entrepreneurial spirit
- Excellent planning, organization, and time management skills
- Comfortable learning and sharing charitable vehicle concepts
- Quick learner
- Flexible
- Servant leader

COMPENSATION

Compensation will be commensurate with skill level and experience, with an annual performance and salary review. The anticipated hiring salary range for this position is \$90,000-\$120,000 based on proven experience meeting the qualifications in this job description.

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 Charitable Giving Officer along with a resume to Brie Griset Smith, Senior VP of Charitable Giving, bgrisetsmith@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 iegives.org/about/iecf-overview/#job-opportunities. For questions about how to apply, contact Maite Gracian, Charitable Giving Associate, mgracian@iegives.org.

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