



## MARIN COMMUNITY FOUNDATION

HOW CHANGE HAPPENS

### MARIN COMMUNITY FOUNDATION POSITION DESCRIPTION

#### SENIOR PHILANTHROPIC ADVISOR

### ***On a mission to create change.***

The Marin Community Foundation (MCF) was founded with one simple aspiration: to make a difference in the lives of others through thoughtful, effective philanthropy.

Our mission is to encourage and apply philanthropic contributions to help improve the human condition, embrace diversity, promote a humane and democratic society, and enhance the community's quality of life, now and for future generations.

#### **Position Purpose:**

The Senior Philanthropic Advisor is a full-time, exempt position reporting directly to the Director of Philanthropic Advisory Services.

#### **Senior Philanthropic Advisor Functions:**

##### ***Donor Knowledge:***

- Manage the relationships between MCF and a portfolio of donors and primary fund contacts with donor-advised funds and supporting organizations at MCF. Encourage, inform, and facilitate their charitable giving (and their family's charitable giving), with a strategic lens. Facilitate and oversee their grant-making, gift cultivation (in partnership with Fund Development), and engagement activities.
- Lead, plan, implement, and continually refine meetings, services, programs, projects, events, and products that work to meaningfully engage donors in their philanthropy, with MCF, and with each other in ways in ways that will maximize resources and expertise to meet community needs.
- Track and measure donor engagement activities and their outcomes, both quarterly and annually.

##### ***Community Knowledge:***

- Meet and communicate with nonprofit leaders and other issue experts (internal and external to MCF) and survey current literature and media sources to stay abreast of organizations, programs, and funding needs that fall within donors' current and prospective areas of interest.
- Support other Foundation efforts to build community knowledge that is accessible and effective for use by donors, with a particular emphasis on Marin County issues and nonprofits.

***Philanthropic Knowledge:***

- Bring to MCF and continually refine best practices for working with donors, their families, and their financial support systems. Also, represent best practices in donor services outside of MCF.
- Seek to impact the sector through the creation of replicable products and programs that provide highly valuable, cutting-edge donor services.
- Monitor trends and policy changes affecting the philanthropic sector.

**Responsibility Level:**

The Senior Philanthropic Advisor reports directly to and will be evaluated by the Director of Philanthropic Advisory Services, who oversees all donor services and engagement activities of the Foundation.

To meet the needs of the Foundation, additional special short- and long-term cross-departmental projects will be assigned to this position's incumbent by the Director of Philanthropic Advisory Services, Vice President of Philanthropic Services, Chief Financial and Operating Officer, and/or President. Given the seniority of the position, the incumbent can expect to engage with senior leadership at a committee level on such projects.

**Performance Standards:**

The Senior Philanthropic Advisor will be evaluated on his/her ability to:

- Perform the essential functions of the position
- Utilize the skill qualifications described below
- Work effectively as a team member within the Philanthropic Services Department, helping the department to achieve its annual goals
- Set and meet annual individual goals
- Set priorities and work productively toward them
- Complete projects and assigned tasks in a cooperative, accurate, thorough, timely, and high-quality manner
- Interact professionally with and provide superior customer service to donors, nonprofit representatives, community members, Trustees, and staff.
- Work closely with colleagues in Programs, Operations, Evaluation, and Marketing & Communications Departments to provide premier customer service, promote donor participation and engagement, and help devise new ideas, solutions, and strategies for cross-departmental systems and processes.

**Qualifications:*****Experience and Education:***

At least seven to ten years of proven success in working at a major institution with high net worth individuals. Extensive experience in or with the nonprofit sector also highly desirable.

B.A. degree, graduate degree preferred, or an equivalent combination of education and experience.

***Skills:***

- Strong knowledge of the philanthropic sector and philanthropic giving vehicles, as well as the various laws and regulations affecting them
- Possess an appreciation of the role that philanthropy plays in building community

- Excellent customer service and communication skills (listening, interpersonal, oral, written, and presentation)
- Confidence, flexibility, and appreciation that allows incumbent to work collaboratively and effectively with clients and colleagues of diverse backgrounds
- Strong strategic planning and implementation skills
- Experience as a funder or guiding funders preferable
- Research and synthesizing abilities
- Excellent ability to organize and prioritize daily work while managing long-term assignments with Foundation-wide implications
- Ability to make well-reasoned decisions as part of a team in the best interests of the organization for the present and future
- High level of personal and professional integrity and ethics
- Self-motivated and creative

**Compensation:**

Compensation is competitive and will be based on experience. MCF provides excellent benefits along with the opportunity to work with people who share a passion for “changing lives and strengthening communities.” The offices are located in Novato, California.

**Application Process**

This search is being conducted by the Center for Volunteer and Nonprofit Leadership. Please direct all inquiries, referrals, and applications to Jacqueline Janssen, Director of Transition Services, at [jjanssen@cvnf.org](mailto:jjanssen@cvnf.org).

Marin Community Foundation services are enhanced by reflecting the diverse community that it serves. Candidates who find value and enjoy working with people who possess the skills, knowledge, and experience that a diverse workforce brings to our organization are encouraged to apply.