



Volusia-Flagler Counties

Job Description

Position Title	Vice President of the Community Foundation	
Direct Reports	Philanthropic Advisor (2) & Foundation Support Specialist	
Department	Foundation	Reports To: President of United Way of Volusia-Flagler Counties
FLSA Status – Exempt	Classification – Full Time	UWW Code -

Position Summary

The Vice President of the Community Foundation, a division of the United Way of Volusia-Flagler Counties, is responsible for elevating the community profile, achieving strategic growth, and organizational stability to fulfill community impact goals. The Vice President will oversee the development and implementation of donor acquisition strategies as well as ensure long term engagement through effective donor stewardship.

The Vice President will lead efforts to enhance external partnerships with wealth managers and professional advisors. This position will manage a portfolio of current donors, assist in increasing new prospects, and in collaboration with the advisory board, ensure the proper oversight of complex contributions. As head of the Community Foundation, the Vice President will develop and ensure execution of all fund development strategies including prospect identification, qualification, cultivation, solicitation, and stewardship in partnership with the President of the United Way of Volusia-Flagler Counties.

Duties and Responsibilities

Board Relations

- Create and implement a multi-year donor cultivation plan that engages senior leadership, Board members, and staff to ensure the Foundation is on track to achieve both short and long-term asset growth objectives in accordance with policies adopted by the United Way and Foundation boards.
- Ensures Foundation board and committee meetings are successful facilitated including accurate and timely reports, data and supporting information to enable them to carry out their duties and responsibilities.
- In collaboration with the Foundation board chair, plans and implements the annual meeting, board retreat and new board member orientation.

- Serves as primary liaison between the Foundation board and the President of the United Way of Volusia-Flagler Counties.
- Provides support to the Foundation board chair for their role on the United Way board.

Donor Relations & Stewardship

- Develop, refine, and evaluate strategies for donor cultivation and engagement utilizing data and feedback.
- Work closely with the President and staff to develop and implement professional advisor cultivation and engagement strategies with the aim of increasing referrals and charitable giving.
- Build and sustain a personal portfolio of donors by managing and growing current relationships and cultivating new relationships.
- Create and execute a plan to build out the donor services and stewardship functions of the Foundation in partnership with the rest of the Foundation team to ensure these activities are consistent, timely, accurate, and meaningful.
- Model United Way’s culture with behaviors that support philanthropy, inclusion, and priorities.
- Implement moves management plans for both current and deferred donors, to encourage fund holders to build their fund and leave estate gifts to the Foundation.

Community Relations

- Serves as spokesperson for the integrity, role, and value of the Foundation.
- Work with the Marketing Team to develop a comprehensive communications plan to cultivate new donors, engage and inspire existing donors through regular printed communications, annual reports, presentations, newsletters, news releases, social media, and events. In partnership, develop collateral and marketing materials for donors and prospects.
- Develop a visible and effective external profile, regularly presenting on behalf of the Foundation at large and small gatherings of influential stakeholders including donors, prospective donors, professional advisors, and business leaders, and attending various offsite community functions hosted by donors and/or nonprofit partners.

Administration

- Leads staff and ensures that appropriate standards of performance, resources and professional development opportunities are provided. Responsible for recruitment, employment, annual review and release of staff.
- Oversees and directs the general day-to-day operations of the Foundation including proposing and interpreting policy, timely processing of gifts, grants and interfund activity, donor fund statements and investment oversight.
- Advises and directs day-to-day operational activities of staff and volunteers, coordinating with board members and committees. Arranges training opportunities for staff, board members, volunteers and committee members.
- Ensures compliance with the legal requirements of a Community Foundation.
- Serve as the point of contact for the Blackbaud FIMS system.
- Serve as an active and collaborative member of the United Way Leadership team.

Qualifications

- Bachelor's degree from an accredited institution and at least seven (7) years of experience in sales, fundraising or planned giving or estate planning, or equivalent.
- Proven ability to advise individuals and families on their philanthropic decision making and planning.
- Proven ability to successfully manage a portfolio of major gift prospects, ability to coach staff in the development and successful management of a major gifts portfolio.
- Ability to construct, articulate, and implement an annual strategic development plan.
- Demonstrated ability to influence and engage a wide range of donors and prospects and build long-term relationships.
- Expertise in understanding complex gifts such as estate gifts, securities, trusts and administration.
- Professional designation in fundraising preferred. (CFRE, CAP, CFP, etc.)
- Strong interpersonal relationship skills.
- Professional and polished presentation skills.
- Written and oral communication proficiency.
- Experience in and comfort level with technology, including familiarity with computer-based fundraising support systems. (Blackbaud FIMS system, IWave, Crescendo, Microsoft Products)

Requirements

- Pass a Level 2 background check.
- Valid Driver's license and proof of motor vehicle insurance.
- Employees are responsible for timely transportation to and from all community events, training, and presentations.

Working Conditions & Physical Requirements

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions. Employees may be required to assist with or attend various offsite events related to programs or fund raising that are scheduled evenings and/or weekends. These events may require several hours on your feet and assisting with heavy lifting and carrying up to 35 lbs.

Date Last Reviewed/Revised: 9/16/2022