

ST CROIX VALLEY FOUNDATION POSITION DESCRIPTION: DIRECTOR OF PHILANTHROPIC SERVICES

The St. Croix Valley Foundation's (SCVF) mission is to enhance quality of life in the St. Croix Valley. With offices in Hudson, Wisconsin, the foundation serves six counties bordering the St. Croix River, two in Minnesota (Chisago and Washington) and four in Wisconsin (Burnett, Pierce, Polk and St. Croix) and supports a network of community affiliates. Founded in 1995, the SCVF stewards nearly \$100M in philanthropic assets and facilitates nearly \$5M in annual grants and scholarships. For more information, please visit www.scvfoundation.org.

The Position

Reporting to the President/CEO, the Director of Philanthropic Services provides leadership for the SCVF's philanthropic services throughout the St. Croix Valley, including work with donors, professional advisors and nonprofit partners. This position will work closely with the President/CEO to develop the SCVF's overall asset development strategies and will personally cultivate, solicit and steward gifts.

Roles and Responsibilities

I. Primary Responsibilities

- Provide leadership for philanthropic services throughout the St. Croix Valley, including work with donors, professional advisors and nonprofit partners
- Develop, implement and evaluate an integrated asset development plan, including strategies to increase endowed assets and enhance relationships with existing donors
- Nurture and sustain close productive relationships with a portfolio of donors, professional advisors and nonprofit partners, coordinating the involvement, when appropriate, of the President/CEO, board members and/or volunteers
- Cultivate and manage referral relationships with financial, legal and tax professionals by promoting the charitable vehicles and philanthropic services of the foundation.
- Proactively initiate contact with prospective donors, professional advisors and nonprofit partners by email, phone, face-to-face meetings, and group presentations.
- Work with prospective donors and nonprofit partners to understand their philanthropic goals and determine the appropriate charitable vehicles and services to support them
- Cultivate, solicit and steward gifts, with a focus on legacy gifts
- Recruit, train and manage volunteers to support asset development work
- Represent the SCVF within the SCVF region and beyond

II. Supporting Responsibilities

- Provide staff leadership and support to the Development Committee of the SCVF Board
- Work with staff and board leadership to create and articulate a compelling case for support
- Perform related administrative duties, including timely entry of contact reports
- Leverage technology to enhance the donor experience and to streamline and improve services
- Provide leadership and oversight of donor-related policies, protocols, and practices to ensure consistency and compliance with regulatory requirements and organizational policies
- Maintain a working knowledge of significant developments and trends in philanthropy, legacy giving and the community foundation field
- Perform other duties as assigned

Required Qualifications, Knowledge and Skills

- At least five years' experience in fundraising or philanthropic advising; CFRE credentials a plus
- Demonstrated success with major and planned gift cultivation, solicitation and stewardship
- Demonstrated knowledge of and experience with gift planning vehicles, including donor advised funds, wills and trusts, annuities, and direct gifts of unique assets
- Understanding of and commitment to professional fundraising ethical standards
- Demonstrated success developing, implementing and evaluating asset development plans
- Excellent interpersonal skills and ability to communicate and work effectively in varied settings with diverse audiences, including donors, professional advisors, nonprofit partners, board members and other volunteers
- Ability to strategize, prioritize tasks and deliver results
- Commitment to donor confidentiality and superior customer service
- Ability to thrive in a team environment as a leader, facilitator, collaborator and participant
- Competence and confidence with existing and new technologies
- Ability to travel within and beyond the SCVF region
- A passion for the mission of the SCVF
- Ties to the SCVF region and/or knowledge of nonprofits serving the region strongly preferred

Salary and Benefits

The starting salary for this full-time (1.0 FTE) exempt position is \$80-90K, DOQ. Benefits include medical and dental insurance, life insurance, short and long-term disability insurance, paid time off, and a 403b plan and company match.

Application Instructions

Applications will be accepted through Friday, May 31, 2024. Please submit a cover letter and resume to hlogelin@scvfoundation.org. Only applications submitted by email will be considered.