



Vice President of Development and Donor Services

Are you passionate about working with individuals, families and companies to help make a positive difference in our community and beyond? The Community Foundation is looking for a new Vice President of Development and Donor Services to do just that.

Why we are hiring a Vice President of Development and Donor Services:

We are growing, and we want to keep up the momentum. At the Community Foundation of the Holland/Zeeland Area (CFHZ), we work to ensure that all members of our community can thrive today, tomorrow and forever. We achieve this mission by playing two primary roles in our community; building and managing our community's permanent philanthropic endowment to ensure that we always have the resources necessary to respond to needs and opportunities as they arise, and providing services to donors to help them achieve their charitable giving goals. Both involve working closely with donors, and we continue to see a significant increase in the interest level for both parts of our work.

The Foundation manages over 500 charitable funds, which collectively have more than \$70 million in assets. In 2017, more than \$9.5 million was added to these funds, and \$5.5 million was distributed in grants back into the community. It is an exciting time at the Community Foundation, and we need someone to lead our efforts to serve our existing partners, keep up with the increased demand for our services, and help accelerate our growth going forward.

How you would spend your time:

- **35%** – Serving as the main point of contact for a portfolio of existing fund holders, providing them exceptional service and presenting them with opportunities to grow their fund, start additional funds or make a legacy estate gift commitment to CFHZ. This involves going above and beyond to accommodate individual donors' needs and requests. We are looking for someone who can help us create new ways of providing value-add through our Donor Service work.
- **25%** – Building new relationships with individuals, families and companies and presenting them with opportunities to partner with CFHZ in both our Community Endowment and Donor Service work.
- **25%** – Working proactively with Professional Advisors to discuss how CFHZ could help their clients achieve their charitable goals. Professional Advisors (attorneys, accountants, financial advisors, trust officers, etc.) often share information about the

Community Foundation with their clients, and increasing Professional Advisor Referrals is a primary growth strategy for CFHZ over the next 5 years.

- **15%** – Providing strategic leadership for all aspects of CFHZ’s development and donor service work including coordination of other staff and Board member’s involvement with donors. This also includes furthering CFHZ’s positive brand by being a visible presence in the life of the community and representing CFHZ formally at community functions.

What characteristics/skills you need to be successful in this role:

- Existing positive relationships with local Professional Advisors, business leaders, community leaders and donors
- Knowledge of and experience communicating about all giving matters, including motivations for giving and the technical side of giving (charitable tax law, planned giving vehicles, etc.)
- Ability to be neutral and build trusting relationships with donors of varying backgrounds and perspectives
- Appropriate balance between building long-term relationships while still driving near term growth
- Past track record of fundraising success
- Ability to clearly articulate why building a permanent community endowment is important
- Thrive when serving others
- Strong knowledge of the local nonprofit landscape and community initiatives
- Inspiring communicator, both verbally and in writing
- Positive energy
- Personal commitment to charitable giving
- Love for the Holland/Zeeland area

How you will be compensated:

- \$95,000 annual salary
- Paid time off—four weeks personal time, 9 holidays and 7 half day Summer Fridays
- Health and dental benefits (CFHZ pays 80% of premiums for both)
- Simple IRA account with 3% employer match
- Individual Professional Development Budget
- Constant sense of fulfillment from spending your days helping steward financial resources for the betterment of our community

Why you might want to work with us:

We love the work that we do in Holland/Zeeland, and it shows. We're certain you'll enjoy being part of positive action, as the Community Foundation continues to be involved in most community-improvement projects and initiatives in town. Located in the heart of downtown Holland, our home base is a beautiful office condo in the Plaza East Building on 8th Street. The Foundation is a fast-growing organization that works hard to maintain a positive brand and image in the community, and we are looking for the right person who will share our commitment to excellence to join our talented and dedicated team. We work with donors, families, businesses, and community leaders during some of the most important and exciting seasons in their lives; helping to steward charitable resources for the betterment of others. Plus, we were recently awarded "Good for Employees" by Local First! Ask any of our staff, and they'll tell you that there's nothing better than using your talents to help ensure that all members of our community can thrive today, tomorrow and forever.

Interested in pursuing this opportunity further?

Email your resume and cover letter to info@cfhz.org by Monday, April 9. In your cover letter, specifically address why you think our Community's Endowment matters and why "providing services to donors to help them achieve their charitable giving goals" is energizing work for you.

All are welcomed and encouraged to apply. The Community Foundation is an equal opportunity employer and will not discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, citizenship status, religion, height, weight, veteran status, or any other characteristic protected by law.