



Philanthropy Manager:

The Philanthropy Manager plays a critical role in growing the Community Foundation of South Jersey's (CFSJ) impact on an eight-county region. The Community Foundation's asset development efforts involve creating new charitable funds, increasing existing funds, and supporting donors (fund holders) to achieve CFSJ's mission. CFSJ donors and fund holders are critical partners in the mission to inspire generosity, manage and deploy permanent charitable assets, and exercise collaborative leadership to create a more equitable region.

The Philanthropy Manager is responsible for identifying, cultivating, and building strong relationships with existing and prospective donors. In addition to increasing fund holders and assets, the position will support professional advisor engagement, donor services and donor education, write grants and reports, and help track gifts—including cash and non-cash, deferred and testamentary.

The Philanthropy Manager works closely with The Executive Director and the Board of Directors in asset development. The Philanthropy Manager will support the creation and implementation of a comprehensive program for the growth of assets. Initial priority is focused on the following goals.

- Endow unrestricted grantmaking fund(s) of \$2.5M to generate an annual grant portfolio for South Jersey nonprofits of no less than \$100,000.
- Endow an administrative fund of \$2.5M to generate an annual payment of \$100,000 to support CFSJ operations.

Employed by: Community Foundation of South Jersey an affiliate of the Community Foundation of New Jersey
Reports to: Executive Director
Status: Full time, exempt employee
Location: Southern NJ (Hybrid / flexible)
Salary: \$85,000 – \$105,000 plus benefits—health insurance, 12 days PTO, 10 paid holidays and 5 sick days, 401K match up to 8% of employee contribution, etc. (commiserate with experience)



Role

The successful candidate will join CFSJ's team and work in an integrated fashion with investment, finance, and philanthropy staff including the philanthropic services associate. CFSJ is an affiliate of the Community Foundation of New Jersey (CFNJ). The role involves working with the CFNJ staff especially finance and philanthropy teams. Applicants should have familiarity or a desire to learn about component fund philanthropy e.g., donor-advised funds, scholarship funds, field of interest funds, community funds, nonprofit agency funds, etc.

Philanthropy Manager Responsibilities

Fund(s) Development and Donor Engagement

- Develop long-range asset development goals and annual work plans.
- Lead efforts to cultivate and strengthen relationships that grow CFSJ's ability to impact change through fund stewardship.
- Identify, cultivate, solicit, and close major gifts through new prospects, professional advisors (attorneys, accountants, wealth managers, trust officers, insurance, etc.), and nonprofit and community groups to meet their goals by partnering with CFSJ.
- Coordinate and guide donor relations, donor engagement and gift processing efforts and services.
- Support donor relations and engagement through education programming.
- Collaborate to develop strategies to involve current donors in CFSJ leadership work and donor-leveraged grantmaking efforts.
- Write grants and reports as necessary to secure resources.

Professional Advisor Engagement and Complex Gifts Support

- Serve as liaison to professional advisors and advisor networks.
- Regularly connect with and present to professional advisors and firms to ensure CFSJ is top of mind for client's philanthropic planning.
- Lead promotion and facilitation of all complex gifts, including bequests, planned gifts, real estate, closely held business interests and private foundation conversions.
- Provide planned giving information to donors, nonprofit organizations, and prospective donors for the purpose of establishing funds at CFSJ. Refer donors as necessary to licensed professional networks.
- Remain informed on legal and technical issues related to community foundations and the philanthropic field as it relates to current and prospective donors and gifts, advise the Board and staff on these issues.



Management and General Responsibilities

- Use Foundant CSuite to ensure CFSJ has a strong system for maintaining up-to-date and accurate records of contacts with donors, prospects and professional advisors.
- Support effective administration of gifts, maintenance of donor records and communication of donor and fund information.
- Report progress toward goals.
- Provide staff support to assigned committees.
- Assist and participate in Foundation's events.
- Perform other functions as assigned by the Executive Director.

Communications and External Leadership

- Seek opportunities and deliver presentations to nonprofit boards, agencies, professional and civic organizations regarding CFSJ giving resources. Share information with the South Jersey region focused on charitable giving issues and the state of nonprofit philanthropy to serve as a source of wisdom both internally and externally.
- Engage in community outreach and maintain positive relationships with constituents, community and business leaders.
- Work with consultants to create marketing and communications materials and messages, articles and presentations to reach target audiences.

Qualifications, Skills, and Competencies

The primary asset development vehicles for success in this position are major gifts, planned giving, and foundation collaboration through grant writing and relationship development. The successful candidate will demonstrate success with these vehicles. An understanding or interest in impact investing is a plus. Knowledge about and experience with nonprofit organizations and charitable activity is necessary. Understanding a community foundation's business lines: donor funds/services, impactful grantmaking, and community leadership is preferred.

Qualifications

- Passionate about the Community Foundation of South Jersey's mission.
- Relevant experience with asset development in the form of major gifts and/or planned giving and donor services.
- Familiarity with financial (CFP, CFA), estate planning (AEP, CTEP), and philanthropy professional credentials (CAP, CFRE) .
- Background in a related profession including asset development, financial planning, planned giving, business development, customer service and marketing is preferred.



- Strong computer and word-processing skills.
- Professionalism in manner and appearance: patience, tact, cheerful disposition and enthusiasm is required.
- Excellent communication skills both written and verbal
- Valid Driver's License

Skills

- Proven track record of qualifying, cultivating, soliciting/closing, and stewarding major and/or planned gifts.
- Strong interpersonal and communication skills necessary to interact as a team member with Foundation colleagues, fundholders, and partners.
- Demonstrated ability to build and maintain effective and constructive working relationships and partnerships within and outside of CFSJ.
- Demonstrated leadership presence to represent the values of the Foundation in the public sphere.
- Demonstrated commitment and passion for serving people and communities and a demonstrated interest in driving positive change through community philanthropy.
- Demonstrated ability to achieve results with limited oversight.
- Strong organizational and project management skills.
- Excellent communication skills, both public speaking and written; including the ability to analyze, to think critically, and to explain alternatives clearly.
- Capacity to discern the need for multi-tasking vs. deep work as necessary.
- Ability to maintain a high level of confidentiality.
- Excellent problem-solving skills, research skills, and ability to execute.

Competencies

- **Creates Relationships.** Is comfortable actively listening and developing the gifts, talents, and passions of others.
- **Accepts Responsibility.** Holds one's self accountable for delivering work in a timely, accurate manner; admits and takes responsibility for mistakes.
- **Champions and Adapts with Change.** Accepts change as a normal part of doing business, maintaining a positive attitude and exhibiting constructive work behaviors during periods of transition.
- **Champions Service.** Provides timely and professional service to both internal and external customers (including donors, foundations, community partners, corporations engaged in philanthropy), and neighbors.
- **Displays Emotional Intelligence.** Conveys ideas clearly and succinctly; gauges audiences effectively, tailoring the message appropriately to each audience; is comfortable interacting with people at all levels of the organization and neighbors in community.



- **Displays Creativity.** Displays and encourages creativity and innovation to drive progress; is comfortable taking reasonable risks.
- **Sees Abundance.** Encourages others to pursue and achieve their goals; helps others recognize opportunities to contribute to something bigger than themselves.
- **Makes Accurate Judgments and Decisions.** Takes a reasoned, logical approach in making judgments and decisions; carefully reviews available facts and information before reaching any conclusion.
- **Appreciates and Strives to Solve Complex Problems.** Methodically breaks down complex problems into manageable components in order to define and formulate a clear solution.

To Apply

Submit a resume via Idealist at <https://ideali.st/S2VPfy>

The Community Foundation of South Jersey is an Equal Opportunity Employer.

We are committed to building a diverse team and encourage applications from candidates from diverse backgrounds and experiences.

Successful candidate must live proximate to one of the eight counties of South Jersey or be willing to relocate to the region within 3 months of starting the position.

No telephone inquiries please.