



Classification Description

Job Title: Chief Philanthropy Officer, FSW Foundation

Pay Grade: Administrator

Job Code: 4246

FLSA Status: Exempt

Job Purpose

The Chief Philanthropy Officer (CPO) for FSW's Foundation is accountable for implementing, supporting and achieving Foundation fundraising goals in alignment with the strategic priorities of FSW State College. This position helps build and maintain the fundraising team and its efforts to carry out donor-centric development focused on research, cultivation, solicitation and stewardship. The CPO oversees special events, alumni relations and marketing/communications. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Serves as a Foundation senior leader, assisting with overall organizational management, strategic planning, forecasting and policy recommendations.

Oversees philanthropy and donor relationships.

Works with the board development chair and Executive Director to plan and execute board meetings, and engagement of external consultants.

Creates and oversees the development plan in collaboration with the Executive Director and Foundation board.

Leads, motivates, and coaches the Foundation gift officers/fundraising team by establishing priorities and goals, in partnership with the Executive Director.

Provides executive-level support to Foundation leadership to develop and implement fundraising efforts for annual goals, special projects and emerging capital needs.

Develops and maintains internal benchmark reports and mechanisms for philanthropy and stewardship.

Works with the FSW Foundation's Chief Financial Officer (CFO) to oversee the donor database.

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Develops, supports, and measures foundation opportunities to build, broaden and diversify the donor base.

Proactively builds partnerships and relationships with key stakeholders, influencers, donors, foundations, community leaders and organizations.

Develops proposals, reports and other communications in support of the Foundation's initiatives, including the annual report, stewardship reports, alumni communications, Foundation collateral and year-end giving. Reviews materials from staff, as needed.

Provides and analyzes periodic performance reports, reviews progress toward goals, and implements actions to ensure proper reporting, including management of donor database.

Manages, cultivates, solicits and stewards a portfolio of strategic donor and prospect relationships.

Leads major gift strategies in partnership with executive director and appropriate College leadership to accomplish College goals while prioritizing donor intent to build sustainable fundraising. Coordinates all aspects of strategic activities with organization and College communications programming.

Oversees Foundation marketing and donor communications, providing annual budgets and plans, with a focus on community awareness and alumni connections.

Meets annual solicitation, cultivation, and stewardship goals.

Writes and edits major gifts solicitation letters, stewardship reports and other fundraising reports, as needed.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in communications, business administration or related field. CFRE or ACFRE preferred.

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Master's degree or equivalent combination of education and professional experience preferred.

Ten (10) years of full-time professional work experience in philanthropic fundraising.

Experience managing 120+ donor portfolios and coordinating the work of major-gift and corporate giving officers.

Ability to independently travel to other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

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- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 4, 2024.