



Director of Philanthropy

Organization Summary

The Wichita Community Foundation (WCF) is a public, place-based organization dedicated to improving the lives of Wichitans by bringing together the financial resources of individuals, families and organizations to support nonprofits through grantmaking and strategic initiatives. WCF was founded in 1986 and is composed of 275+ funds and assets of \$105 million. Each fund represents a unique philanthropic purpose. In FY20, WCF granted a collective \$5 million to nonprofit organizations.

Position Summary

The Director of Philanthropy builds and manages a philanthropic endowment dedicated to ensuring Wichita continues to thrive by providing services to WCF donors and fund holders, helping them achieve their charitable giving goals.

The director cultivates and delivers exceptional service to donors and prospective donors, and works across the organization with all team and Board members, to provide seamless services to fund holders. The director also supports the implementation of strategic goals, focusing on Foundation growth and community impact. This is an in-person position, and successful candidates will live in or around Wichita, Kansas. The position reports to the president & CEO.

Qualifications

- Track record of establishing relationships based on trust and personal connections with a diverse spectrum of donors, professional advisors, community leaders and nonprofit representatives
- Knowledge of and ability to communicate motivation for giving
- Ability to clearly articulate the importance of building a permanent community endowment
- An understanding of the balance between building long-term relationships, while driving near-term growth and philanthropic impact
- Excellent presentation skills, including public speaking, written communications and use of electronic media
- Experience with technology and database systems, and the use of technology-based platforms and data to inform decision-making
- Ability to work in a fast paced, team-oriented environment
- Well-organized, goal-oriented and flexible regarding occasional weekend or weeknight work commitments



Required Experience

- Bachelor's degree or commensurate professional experience required in discipline reflective of job qualifications
- 7+ years of experience in nonprofit or foundation fund development work, or similar work requiring focus on relationship management

Compensation

- \$53,000-\$85,000
- Paid vacation and sick leave
- Benefits package

Major Accountabilities

Donor Cultivation & Stewardship

- Partner with the team to develop and implement strategies and tactics to proactively inspire and engage current and prospective fund holders to increase giving and facilitate grantmaking
- Serve as personal contact to donors and fund holders, ensuring they receive timely and accurate service
- Assist donors with generational giving and charitable priorities
- Execute strategies to increase donor and fund holder engagement in WCF activities and initiatives
- Provide exceptional customer service to donors and fund holders, including resolution of concerns
- Prioritize working with professional advisors to increase quantity and quality of donor referrals
- Prepare individualized plans for existing donors, fund holders and prospects
- Develop and maintain a knowledge base of the various types of funds, and their associated tax benefits, by which donors may contribute to the Foundation
- With the Communications team, develop information and materials appropriate for prospective and current fund holders

Endowment Coordination

- Execute cultivation plans and solicitation strategies for Fund for Wichita endowment
- Develop and maintain an accurate endowment progress report
- Prepare and provide support to staff and Board members for prospect meetings
- Oversee endowment communications in conjunction with other staff
- Plan and implement event strategies to enhance endowment growth



Relationship Management

- Maintain current donor and fund holder information and notes in database, in conjunction with other staff
- Collect and maintain prospective donor data
- Work with staff to prepare documents for donors and fund holders, such as fund forms, grant recommendation forms, welcome packets and orientation documents

Event & Education Coordination

- Collaborate cross-functionally to plan and execute successful events that educate, inspire, and recognize giving
- Plan, implement and evaluate outreach to professional advisors, including personal and firm visits, educational events, print and e-communications to explain WCF services
- Plan educational events and publications for donors to share information about area nonprofits, the needs of the community, and how they can engage with these needs through their philanthropy
- Assist in formulating an annual budget for philanthropic activities

Role begins October 2021.

Interested candidates should submit a cover letter and resume to Nancy Umholtz at numholtz@wichitacf.org by **September 15, 2021**. No phone calls, please.