



NEW HAMPSHIRE CHARITABLE FOUNDATION

Director of Philanthropy

Date of Last Revision: 09/30/2024

Title Group: Director

- manages a function or group of processes within a department
- has responsibilities for performance management of staff

Department: Philanthropy

Reports To: VP, Development & Philanthropy Services

Status: Full-time | Exempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire's statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$60 million in grants and scholarships every year. We have a staff of 54 passionate and dedicated professionals working across the state, and are governed by a highly engaged Board of Directors.

The Foundation's purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, [Together We Thrive](#), is focused on advancing equity, racial justice, and economic security. That's because when a community can draw on the potential, strength, ingenuity and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

The Director of Philanthropy is responsible for developing contributed revenue strategies and campaigns; implementing action plans; and supervising front-line staff (Philanthropy Advisors and Senior Philanthropy Advisors) working with current donors and cultivating potential donors throughout the state. The Director provides proactive training and coaching to staff related to asset building activities including prospect and donor cultivation; gift planning; fund establishment; and stewardship services. The Director also manages a small portfolio of prospective and current donors and serves as back-up to direct-reports when necessary. The Director serves on the department leadership team.

Essential Job Functions and Responsibilities

Performance Management and Leadership

- Manage, train and inspire a team of five philanthropy and senior philanthropy advisors (philanthropy advisor team) who act as primary relationship managers for current and prospective donors
- Develop contributed revenue strategies and campaigns and ensure effective implementation
- Refine and develop internal metrics to track progress toward goals and key performance indicators of success for philanthropy advisor team
- As a member of the department leadership team develop, implement and monitor department work plans and progress toward strategic plan goals
- Leads periodic review of fund agreements, gift acceptance policy and memorandums of understanding
- Keeps informed about community foundation issues nationally as related to the charitable environment affecting donors and work with Foundation staff to implement business practices, policies and procedures as necessary
- Manage special projects and other departmental work as assigned

Donor Stewardship

- Steward and engage an individual portfolio of donor relationships
- In partnership with Director of Donor Operations develop programming and events to educate and engage prospects and donors
- Review and assign donor portfolios to staff within an established tiered donor services structure.
- Lead philanthropy advisor team in developing and implementing a refreshed plan for legacy and planned giving program

Asset Development

- Develop and implement plans to increase contributed revenue for Foundation initiatives
- Partner with Communications Department to develop, test and adapt efficient communications and marketing strategies for high net worth prospects who would benefit from Foundation services
- Engage current donors and community members in referring clients to the Foundation
- Represents the Foundation at public events

Other

- Performs other duties as assigned

Essential Knowledge, Skills. and Attributes

- Knowledge and skills essential to identifying, cultivating, and securing large charitable contributions from high net worth donors
- Working knowledge of gift planning strategies to include bequests, charitable gift annuities, charitable remainder trusts and charitable lead trusts
- Excellent relationship management skills and ability to engender trust
- Ability to handle sensitive and confidential information with discretion and judgment
- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment
- Ability to lead, inspire and motivate others, including experienced development professionals
- Effective written and verbal communication skills, including active listening
- Effective public speaking and group presentation skills
- High sense of accountability for achieving results
- Ability to delegate tasks or projects when appropriate
- Understanding of community foundations, nonprofit management or board experience

useful

- Ability to work comfortably in a fast-paced environment
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Belief in the mission and purpose of the New Hampshire Charitable Foundation

Job Characteristics

- Shared office environment based in Concord
- Night and/or weekend work may be required
- Travel around the state required on a regular basis; may require travel to conferences with overnight travel possible

Essential Qualifications

- Four-year degree, or equivalent combination of education and experience
- Extensive knowledge of and experience in donor relations with high-net-worth individuals and professional advisors; proven track record in asset development
- Charter Advisor in Philanthropy (CAP) designation, or an equivalent, or willingness to achieve CAP designation (tuition supported by the Foundation) within 24 months
- Strong computer skills, including email, word processing, spreadsheets, Internet, and databases
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including improvement teams, and events as required
- Belief in the mission and purpose of the New Hampshire Charitable Foundation
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

The New Hampshire Charitable Foundation provides equal employment opportunity to all applicants without regard to factors such as race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, military or veteran status or any other characteristic protected by law.

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.