

Be The One



The Community Foundation of Sarasota County has an opening for:

Director, Donor Engagement

The Director of Donor Engagement is responsible for developing and furthering relationships with the Community Foundation of Sarasota County through existing donors, prospective donors, financial advisors, and the community at large. The primary focus will be relationship building and solicitation necessary to reach the organization's goals.

Essential Functions:

1. Identifies, cultivates, solicits, and stewards a portfolio of prospects, donors, and financial advisors to ensure personalized outreach, specifically in the University Park and Lakewood Ranch communities.
2. Implements donor engagement sessions like Third Thursday, At Lunch With, and other opportunities to engage donors with philanthropy.
3. Regularly represents CFSC at scheduled on-site and off-site social events and other related events before and after regular business hours on the weekdays and weekends.
4. Utilizes the FIMS database to track and record relationships, builds donor profiles, and/or researches donor interests and giving patterns.
5. Makes presentations to prospective donors and financial advisors, as needed.
6. Works with existing donors to grow their fund and/or create a future fund.
7. Assists with the creation of marketing materials that target new and existing donors.
8. Assists with development of policies and guidelines relating to donors and fund development.
9. Supervises Coordinator of Events and Stewardship.
10. Works collaboratively with other CFSC team members to provide optimal donor support.

Expected Outputs:

1. Manages a portfolio of prospective and current donors to include financial advisors, in accordance with goals set with supervisor.
2. Generates new donor funds on an annual basis, in accordance with goals set with supervisor.
3. Tracks all relationship touches in the FIMS database system.
4. Leads donor engagement sessions.

Position Qualifications:

1. Bachelor's degree required, CFRE designation preferred. A combination of related experience and education may substitute for degree.
2. Minimum of 3 years experience in development, sales, or marketing with an emphasis on providing service to high net worth individuals. Knowledge of the local philanthropic community and working in a nonprofit environment is helpful.
3. Proven experience in fundraising, including face-to-face solicitations, and public speaking
4. Highly developed written and verbal communication skills, including highly developed relationship-building and listening skills (i.e., ability to easily connect and form long-term relationships).
5. Excellent organizational, prioritization, follow-through and attention to detail skills.
6. Effective problem solving and trouble-shooting skills.



7. General knowledge of investments and the financial services industry; able to effectively synthesize and translate technical content (financial, programmatic, investment-related) to donors and prospects.

Technology Qualifications:

1. Proficient with Microsoft Office Suite, moderate to advanced skills in Word, EXCEL and PowerPoint.
2. FIMS software knowledge or other comparable donor database software. Ability to become proficient with FIMS software within 90 days of hire.
3. Ability to self-support for basic computer and network problems.

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E. in excellence to our internal and external constituents.

Purposeful Worker

- Goal Oriented
- Gets job done within deadlines
- Self-Motivated
- Takes Ownership
- Accountable
- Maintains required technical skills
- Calm under stress

Respect

- Respect for importance of everyone
- Empathetic Listener
- Ask and Listen
- Provides excellent customer service, both internal & external
- Demonstrates qualities of a Servant Leader
- Under promises and over delivers
- Authentic, honest, genuine

Inspirational

- Curious about new information
- Creative, independent thinker
- Problem solver – thinks outside the box
- Continuous learner



Dedicated Team Player

- Works well across disciplines
- Adaptable to change
- Listens to others ideas
- Accepts different assignments

Enthusiastic

- Excited about the CFSC mission
- Optimistic, positive attitude

About This Opportunity:

CFSC has been a respected philanthropic force since its founding in 1979. By providing a highly personalized link between donor's dreams and the community's needs, CFSC has helped ensure that people of vision and means have a trusted partner in their commitment to having an enduring impact on the community and causes they treasure. CFSC also believes that everyone can be a philanthropist, not just those with means. Accordingly, CFSC purposefully champions the community goals of its donors, committed at every turn to helping individual community investors achieve the maximum impact for the philanthropic dollars they entrust to the Foundation.

The appeal of this approach is manifested by the \$398 million in assets now held in the Foundation's 1400+ funds. Last year, the Foundation granted over \$34 million in grants and scholarships focusing on donor dreams in areas such as education, health and human services, the arts, animal welfare, and the environment. CFSC is among the top 10% of community foundations nationally and currently the second largest in Florida.

CFSC expects its team to embody a set of seven core values:

- Compassion
- Empowerment
- Innovation
- Integrity
- Quality
- Stewardship
- Inclusiveness

The future for the Foundation, its supporters and the communities they serve looks very bright indeed, even as the area has very real needs that only philanthropy can address. Florida is unusually well positioned to benefit from the southern shift in the country's population and focus, and Sarasota County's natural appeal will help ensure the area continues to be among the state's most attractive locales, whether for full-time inhabitants, seasonal residents, visitors or investors. The pattern has been building for quite some time, and Sarasota's secret—a low-key but highly livable community—is rapidly becoming public perception.

In 2016, local residents made official something the Foundation had known for a long time: Sarasota County is an exceptionally generous community. More specifically, in just one day in 2016, donors to CFSC's 24-hour online Giving Challenge, part of the largest crowdfunding event in US history, donated

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over \$13.1 million. The 2018 Giving Challenge raised \$11.7 million for more than 630 local nonprofits. Since 2012, the Giving Challenge has raised a combined \$40 million for local nonprofits. The Giving Challenge is but one example of how CFSC welcomes all community philanthropists.

A dedicated advocate of excellence in philanthropy, CFSC is accredited by the Community Foundations National Standards Board, a supporting organization of the Council on Foundations. Perhaps more important locally, the Foundation is widely regarded as a collaborative partner by hundreds of nonprofits serving the people of Sarasota County. Complete information on the Community Foundation of Sarasota County can be found here: www.cfsarasota.org

The Location

The Foundation is located near downtown Sarasota, FL, in a purpose-built headquarters building which was created by the Foundation in partnership with a generous donor specifically to encourage utilization by other community-enhancing organizations. Last year, for example, the Foundation hosted over 12,000 individuals from area nonprofits for community-enhancing initiatives at no cost to the users.

Sarasota is a family-friendly community renowned for its cultural and environmental amenities (“from ballet to bodysurfing”), beaches that Forbes magazine cited as the best in America, a vibrant arts infrastructure and eclectic international cuisine. Located on Florida’s west coast, south of Tampa and north of Ft. Meyers, Sarasota is one of America’s most livable communities.

Working in partnership with the other members of the senior leadership team, the volunteer board, professional advisors and other external stakeholders, the SVP will be expected to shape and execute the Foundation’s overall grant making strategy. The Foundation is lean, and a player-coach approach is an apt model. Not only must the SVP design the strategy, s/he must also drive its implementation, setting a model of personal engagement and initiative within the foundation and throughout the larger community.

All interested candidates should complete an application through the Community Foundation’s recruitment website and include a current resume and cover letter.

Please apply online at www.CFSarasota.org.

For additional information or questions, please contact:

Amy Helms
Manager, Human Resources and Office