



JOB TITLE: Director of Philanthropic Services
FLSA STATUS: Full Time; Non-Exempt
DATE: February 2025
REPORTS TO: Vice President of Development & Philanthropic Services
SALARY GRADE: 12

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

PRIMARY PURPOSE OF JOB

The Director of Philanthropic Services is responsible for providing education and support to agency/nonprofit partners in order to maintain and nurture relationships with nonprofit partners while also providing other development related activities in alignment with Community Foundation of the Ozarks' mission, vision and values.

This position will supervise the Philanthropic Services Manager.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Work with the Vice President of Development & Philanthropic Services and the Development team to manage and carry out development strategies and activities.
- Develop and maintain close working relationships with existing agency/nonprofit partners to provide strong and effective customer service and increase agency investment.
- Orient new Agency Partners into the program.
- Plan and execute educational and professional development programming for Agency Partners, including but not limited to board training and leadership group discussions.
- Develop new agency partner relationships/funds in partnership with the VP of Development & Philanthropic Services and the affiliate department of the CFO.
- Manage grants for agency partner funds as related to the development department, working with the Philanthropic Services Manager and Grants Management Assistant.
- Be the main liaison between the CFO and Network for Strong Communities (NSC).
- Assist with CommunitySuite database and Fund Manager, the CFO's online fund portal, as it relates to agency partner funds.
- Collaborate with the Philanthropic Services Manager to write and distribute Agency Partner e-newsletter in partnership with the communications department of the CFO.
- Plan Agency Partner events as related to the development and philanthropic services department. Assist with department events.
- Maintains philanthropic staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Provides constructive and timely performance evaluations.
- Other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated understanding of philanthropy related to non-profit organizations.

- Understanding of community issues, particularly as related to the non-profit landscape.
- Ability to build strong partnerships with others.
- Strong verbal communication skills and demonstrated ability to write clearly, strong interpersonal skills.
- Strong facilitation skills, including the ability to lead discussions and engage stakeholders.
- Experience in strategic planning is preferred, but a demonstrated ability and willingness to learn are also considered.
- Strong organizational skills and excellent time management skills.
- Ability to organize and prioritize multiple projects/tasks.
- Ability to work cross functionally across departments.
- Willingness to work flexible hours including some nights and weekends and to telecommute from home as necessary.
- Proficient with Microsoft Office Suite, including Word, Excel, and Outlook. Experience with database work is preferred.

CFO CORE VALUES AND COMPETENCIES

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

Building Trust – *Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent’s needs.*

DEVELOPMENT DEPARTMENT CORE COMPETENCIES

Adaptability - *We maintain effectiveness when experiencing changes in work responsibilities or environment, adjusting effectively to work within new work structures and processes.*

Building Partnerships – *We identify opportunities and take action to build quality relationships between our grant and scholarship recipients, our donors, and our colleagues to ensure quality programming.*

Planning and Organizing – *We establish a course of action for self and others to ensure that work is completed efficiently. We develop timelines and maintain order in program processes and ensure we reach our milestones.*

Contributing to Team Success – *Actively participating as a member of a team to move the team toward the completion of goals.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- Bachelor’s degree in development, nonprofit management, marketing, communication, business or other relevant field preferred.
- Minimum of three year’s relevant work experience preferred.
- Must possess a valid driver’s license and have a good driving record.

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X
Travel/Driving: Must be able to drive regionally for work related assignments.	X			

WORKING CONDITIONS

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Work hours are generally Monday through Friday 8 to 5 with an hour lunch. This position may be eligible for remote work as agreed upon with supervisor in accordance with organization policies. Position requires limited regional travel.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date