

## Vice President of Affiliate Relations

### PURPOSE OF POSITION

The Vice President of Affiliate Relations provides the vision, direction and oversight for the Community Foundation's Affiliate Program. This position ensures county and community affiliates are working within a strategic plan appropriate for their county's growth stage and are well-positioned to reach their community and county-wide goals. The VP of Affiliate Relations provides proactive coaching, training and responsive service to best meet the county affiliates' individualized needs. This position works to create and implement strategies that ensure philanthropic objectives of donors within the affiliate network are met, their knowledge of their community is broadened and their relationship with their community foundation affiliate is strong. The position implements strategies to build relationships with professional advisors within the affiliate network geography and the position works to build strong Affiliate Advisory Boards comprised of local leaders to ensure the promotion of charitable giving to impact community needs and opportunities. The accurate management of iPhi data and reporting related to affiliate documentation is an important part of this position. The VP of Affiliate Relations works closely with the Marketing Team on marketing and communications projects related to affiliates including marketing collateral and website content. The VP of Affiliate Relations is also responsible for promotion and oversight of the Keep Iowa Growing program and develops a strategy to promote the program throughout the Greater Des Moines and affiliate network. The VP of Affiliate Relations provides direction and supervision to staff within the affiliate department and works in conjunction with Affiliate Advisory Board leadership to provide supervision and direction to county affiliate staff and contractors.

### CORE COMPETENCIES

Self- Management | Relationship Building | Training/Presenting Information | Influencing Others | Results Focus & Initiative

### DUTIES AND RESPONSIBILITIES

- Develops and achieves annual charitable giving goals designed to capture the transfer of wealth and grow assets within the affiliate network in support of local communities and charitable causes.
- Provides vision and strategy for direction and growth of the affiliate program as well as overall program oversight.
- Ensures Affiliate Advisory Board and organizational development through training, marketing materials and coordination of ongoing learning opportunities for affiliate staff, contractors and Advisory Boards.
- Proactively designs and delivers presentations to prospective donors, nonprofit organization staff and boards of directors, professional advisors, statewide associations and community groups.
- Provides service and support to Affiliate Advisory Boards or staff /contractors to encourage and foster community-based philanthropy. Services and support include administrative support and consultation, coordinating technical gift acceptance and planned giving assistance, charitable fund development support with individual donors, nonprofits and professional advisors.
- Works to ensure relationships with affiliate donors are maintained and they receive excellent service to deepen their relationships with their local affiliate. Responds to prospective and current donor requests for information.

- Coordinates with Iowa Area Development Group ongoing training and facilitation of Iowa Community Affiliate Network (Iowa C.A.N.) community foundations. Attends all Iowa C.A.N meetings and provides general direction and oversight.
- Remains informed on legal, accounting, investment and technical issues as they affect current and prospective donors. Advises affiliates and family of funds as necessary.
- Collaborates with statewide partners, including Iowa Economic Development Authority and the Iowa Council of Foundations to provide coordination of affiliate community foundation support and services. Maintains a positive relationship with community and business leaders on a statewide level.
- Ensures all affiliates are in compliance with Community Foundation of Greater Des Moines' affiliate memorandum of understanding and adopted policies and procedures.
- Works with Senior Charitable Giving Advisor on the Charitable Investment Partners Program within affiliate counties to educate them on charitable giving with an emphasis on Endow Iowa.
- Develops and implements professional advisor outreach, education and cultivation strategies within the affiliate network.
- Works with Chief Charitable Giving Officer and Chief Finance and Administrative Officer to facilitate acceptance of complex gifts to benefit affiliate funds.
- Oversees Affiliate County Endowment Program grantmaking processes.
- Identifies and assists each county affiliate with their growth cycle and implements strategies to move them into the next stage of growth/cycle.
- Provides oversight and leads promotional efforts for the Keep Iowa Growing program throughout the affiliate network.
- Provides oversight for gifts of farmland for the Community Foundation of Greater Des Moines.

#### **Administration**

- Leads the Affiliate Advisory Council serving as a liaison between affiliates and Community Foundation leadership.
- Assist the Community Foundation leadership with the development and implementation of public policy efforts affecting the County Endowment Fund Program and affiliates.

#### **Supervisory**

- Supervises staff serving the affiliate program; and provides ongoing mentoring, strategy development and support for any affiliate employees or contracted consultants. Provides oversight and direction for any affiliate interns, assistants, AmeriCorp Vista or Public Ally staff members or volunteers of the affiliate program.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Bachelor's degree and seven to ten years in fundraising or closely related professional experience. Knowledge of planned giving and non-cash asset solicitation and acceptance is preferred. Chartered Advisor of Philanthropy designation strongly desired. Demonstrated ability to raise substantial funds from individuals, businesses, private foundations and other potential contributors is highly desired. Proven ability to manage multiple projects and tasks simultaneously and work both independently and in a team environment. Experience with providing outstanding customer service and problem-solving skills desired.

### **Language Ability**

Excellent writing, proofreading and critical thinking skills. Must have excellent interpersonal and communication skills. Ability to effectively present information to customers, clients, and other employees of the organization. Excellent telephone and customer service skills.

### **Cognitive Demands**

Proven ability to manage multiple projects and tasks simultaneously, set priorities, handles numerous responsibilities, and work both independently and in a team environment. Adaptable attitude, attention to detail, organized self-starter, and creative. Able to interface well with a variety of people. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Computer Skills**

To perform this job successfully, an individual should have working ability of MS Office applications as well as experience with databases and data entry. Ability to work with and perform research on the Internet.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

### **Travel Requirements**

Work is largely performed in the Des Moines proximity; however, the Iowa C.A.N. Network covers all of Iowa. Meetings are often held in other communities and outside of "regular (8-5)" business hours. Travel may be as much as 20-30% of the time. Travel is not commonly overnight.

### **APPLICATION PROCESS**

Interested applicants should submit their resume, cover letter and salary requirements [via this electronic form](#). We encourage anyone considering the position to apply. The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or [upon inquiry](#). Initial applications will be accepted until the appropriate candidate is identified.