



## **POSITION ANNOUNCEMENT**

### ***SENIOR DIRECTOR OF AFFILIATE RELATIONS***

#### **COMMUNITY FOUNDATION OF GREATER DES MOINES**

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

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#### **PURPOSE OF POSITION**

The Senior Director of Affiliate Relations plays an important role in the growth of statewide philanthropy and community-building by fostering affiliate community foundations throughout Iowa. This position sets the vision and provides direction and oversight for the Community Foundation's Affiliate Program, serving 46 counties and communities throughout the state. This position ensures county- and community-level affiliate community foundations 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 Senior Director of Affiliate Relations provides proactive coaching, training and responsive service to best meet the 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 strong Affiliate Advisory Boards comprised of local leaders to ensure the promotion of charitable giving to impact community needs and opportunities; and develops relationships with key community partners throughout the affiliate network. Assurance and oversight of accurate management of affiliate data and documentation is an important part of this position. This position works closely with other departments, such as the Marketing and Charitable Giving teams to ensure the marketing, gift acceptance and professional advisor strategies meet the needs of the affiliates served.

The Senior Director 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.

Work is largely performed in the Des Moines proximity; however, the affiliate network covers 46 counties and communities in 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.

#### **CORE COMPETENCIES**

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

## **QUALIFICATIONS**

Bachelor's degree and a minimum of five years in fundraising, economic development 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 cultivate strong relationships with individuals, businesses, board of directors and community partners. Proven ability to manage multiple projects and tasks simultaneously and work both independently and in a team environment. Experience with strategic planning and board development preferred.

## **SALARY**

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](#).

## **APPLICATION PROCESS**

Interested applicants should submit their resume, cover letter, salary requirements and three references to Barb Hobson at [hobson@desmoinesfoundation.org](mailto:hobson@desmoinesfoundation.org). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.