



POSITION ANNOUNCEMENT

Director of Gift Planning & Advisor 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.

PURPOSE OF POSITION

The Director of Gift Planning & Advisor Relations plays a vital role in the achievement of overall charitable giving goals. This position is responsible for building on the Community Foundation's working relationships with professional advisors (such as financial, tax and estate planners) and relationship development with prospective fund holders, as well as managing stewardship of an assigned portfolio of current fund holders. Key strategies of the position include: overall deepening of professional advisor and donor relationships, including Charitable Investment Partners, proactively cultivating relationships with prospective fund holders and developing relationships with assigned individual and family fund holders to maximize the donor experience with the Community Foundation, assisting fund holders to achieve their charitable giving goals.

CORE COMPETENCIES

Accountability/Dependability | Relationship Building | Results Focus & Initiative | Discernment | Training/Presenting Information | Collaboration | Customer Focus

QUALIFICATIONS

A self-starter who enjoys working as part of a dynamic team; successfully cultivates new relationships; has ability to gain the confidence and respect of professional advisors and donors; mature judgment; high integrity; approachable and comfortable initiating conversations with professional advisor and donors; ability to understand complex issues; creative problem solver; critical thinker; strong written communication skills and the ability to work one-on-one with professional advisors and donors or make formal presentations to groups; the ability to listen and find connections between donor needs/interests and giving strategies; broad community and nonprofit knowledge; experience working with donors; well-organized; resourceful; motivated; ability to multi-task; excellent interpersonal and customer service skills; strong computer skills; willingness to seek ongoing training and/or professional certificate(s) to maintain and improve current skills and knowledge.

EDUCATION AND EXPERIENCE

A bachelor's degree and a minimum of five years of experience in financial or investment services, client services, gift planning, fundraising or closely related professional experience preferred. Chartered

Advisor of Philanthropy (CAP®) certification preferred. Prior knowledge of and experience with prospective donor engagement and charitable gift planning preferred. Proven ability to interact comfortably with a broad spectrum of professional advisors, donors and community leaders is required. Strong knowledge of the full range of giving vehicles and tax laws related to charitable giving and experience in major gift programs and complex gift acceptance preferred. Must be able to manage multiple projects and tasks simultaneously and work both independently and in a team environment.

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 by [filling out this form](#). The full job description can be found [here](#). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified. If you have any questions about this position or experience any issues with the application form, please contact us at [hiring@desmoinesfoundation.org](mailto: hiring@desmoinesfoundation.org).

Don't meet every single requirement? At the Community Foundation we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate.

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.