



POSITION ANNOUNCEMENT

Senior Director of Affiliates

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 Senior Director of Affiliates 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 well-positioned to reach their goals by providing proactive visioning, planning, coaching and training designed to meet their 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 designs and 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, including professional advisors, throughout the affiliate network. Assurance and oversight of accurate management of affiliate charitable giving fund administration, data and documentation are important components of this position. This position works closely with other departments, such as the Marketing, Finance and Charitable Giving teams to ensure the marketing, gift acceptance, fund administration and professional advisor strategies meet the needs of the affiliates served.

The Senior Director of Affiliates 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

Accountability/Dependability | Self- Management | Relationship Building | Training/Presenting
Information| Discernment | Results Focus & Initiative

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.

TRAVEL

Approximately 30% of the time is spent traveling in-state. Must have the ability to attend evening meetings.

EDUCATION AND EXPERIENCE

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 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.