



Position: Family Philanthropy Manager
Supervisor's Name: Jennifer Touchet

Effective Date: August 25, 2016
Title: Director, Family Philanthropy

We are seeking an exemplary, manager-level candidate who brings experience, skill, and passion to our Center for Family Philanthropy.

The Family Philanthropy Manager holds an important position within the philanthropic services team and the Center for Family Philanthropy at the Greater Houston Community Foundation (GHCF).

This position requires self-direction, strong relationship management skills, sound organization skills, the ability to work effectively with donors, clients, and other external partners, and strong interpersonal skills. The successful candidate will possess enthusiasm for philanthropy and working with the next generation of donors – ages 5 – 45. Interested parties should send a cover-letter and resume to Allison Hale, ahale@ghcf.org, 713-333-2235.

PURPOSE OF POSITION:

The Family Philanthropy Manager is responsible for managing programs and clients that are part of the Center for Family Philanthropy.

The mission of the CFP is to connect, serve, and inspire families in their quest to do personal and impactful philanthropy across the generations.

MAJOR DUTIES/FUNCTIONS:

- *Relationship Management and Stewardship*
 - Steward a portfolio of Next Gen alum and prospects
- *Program planning and coordination*
 - Coordinate the Next Gen Donor Institute and Alumni Network including producing materials for all classes and activities
 - Coordinate Family Giving Circle activities and serve as liaison for Youth Leadership Committee
 - Coordinate and oversee online grant-making process for Family Giving Circle and Next Gen Giving Circle
 - Serve as support to Communications and Marketing Associate for CFP events

- *Data and knowledge resources management*
 - Use CRM and other technologies to update and analyze data related to Next Gen alumni and prospects and Center for Family Philanthropy families (Salesforce & FIMS)
 - Manage and analyze metrics and surveys related to Next Gen activities
 - Serve as liaison between CFP donors and NCFP Knowledge Center platform
 - Curate/create new resources for CFP donors and Next Gen alum
- *Communications*
 - Work with creative team and Communications and Marketing Associate to create and implement communications plan for Next Gen newsletter and other online communication platforms for Next Gen alumni network.
 - Create content for email communications for CFP events and Next Gen activities

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIREMENTS:

Education

BA Required

Experience and knowledge

6 - 8 years experience required. Experience with/knowledge of the following:

- Working with high-net wealth donors/audiences
- Project management
- Foundations and/or grant-making
- Working with youth
- Working with families - relationship management
- Facilitating or delivering training or workshops
- Event/Program coordination

Skills

- Strong project management skills – detail-oriented
- Facilitation skills a plus
- Strong written and oral communication skills
- Research and problem-solving

About GHCF

The Greater Houston Community Foundation is thinking big. We're impacting the community and our donors' initiatives with the most comprehensive, aligned and focused philanthropic resources, expertise and giving platforms. As one of Houston's largest grant makers, we provide individuals, families, corporations, and advisors with the ability to reach beyond what they could ever have imagined to expand philanthropic impact

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