



## Director of Development and Community

Washington, D.C.

### EXECUTIVE SUMMARY

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**The National Center for Family Philanthropy (NCFP) is pleased to invite nominations and applications for Director of Fund Development and Community (Director).** In collaboration with visionary philanthropic families as partners, NCFP unlocks the potential of philanthropic families to create meaningful and enduring change.

The National Center for Family Philanthropy is an Equal Opportunity Employer. It is the policy of NCFP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. NCFP prohibits any such discrimination or harassment.

Today, the field of family philanthropy is calling for support to respond to an increasingly intersectional world, such that individual and collective social-impact investments are more strategic, justice-minded, and effective. Technological advances are allowing us to engage, magnify, and measure impact in ways we could not have envisioned 20 years ago. Covid-19 has further pushed the nonprofit and philanthropic sector to reimagine systems of funding and support for addressing growing health and economic crises. Motivations for engaging in philanthropy, the structures that support giving, and the very definitions of philanthropy and family, are changing and being challenged.

The new Director of Development and Community is invited to build upon NCFP's strong base of support from families and partner organizations who engage as participants, investors, community members, and co-creators in NCFP's efforts to catalyze and strengthen the field of family philanthropy. Reporting to the Chief Impact Officer and in direct partnership with the CEO, the new Director will contribute to the evolution and execution of NCFP's next-stage vision internally and externally. Internally, the Director will lead the work of the development team, supporting alignment and integration of fundraising strategy with the work of the program and events teams, leveraging data and technology to ensure NCFP supporters experience the responsive programming, community building, and impact that their contributions enable. Externally, the Director will build upon his/her/their deep understanding of the field of philanthropy to identify and cultivate opportunities for families and partner organizations to meaningfully engage with and support NCFP.

NCFP seeks a proven fundraiser and partnership builder with a minimum 10 years of experience across a variety of fundraising strategies, including campaigns, and relevant knowledge of the field of philanthropy - particularly with family philanthropy, high-net-worth individuals, and institutional donors. The successful candidate will be an exceptional relationship builder, increasing rapport, trust, and investment across a diverse and growing community of passionate stakeholders. S/he/they will be a strong listener, communicator, and storyteller who can articulate and amplify the values, lived experiences, and lessons that demonstrate the potential and impact of the work.

The salary for this position is \$125,000 - \$145,000 plus benefits, which include paid vacation; 10 holidays; new parent leave; 100% employee premium paid for medical/dental/vision insurance; retirement contribution; short and long-term disability and life insurance; and professional development.

## FOUNDING HISTORY & INSPIRATION

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NCFP was founded to successfully meet the needs of philanthropic families, their staff, and advisors. It was a nascent time for the field. Organizations serving philanthropists were not common. Donor advised funds were not ubiquitous. NCFP was instrumental in organizing and building a base of knowledge to support the development of a now recognized field of family philanthropy.

Today, the field of philanthropy is crowded with consultants, financial advisors, membership organizations, formal geography or issue-based giving vehicles, and academic centers. Over the past few years, the pace of change in external context has rapidly accelerated as the field reckons with national disruption, the effects of climate change, health crises and long-standing structural inequities. Family philanthropy is confronted with a world where justice-minded and effective social impact investment requires proximity to communities that philanthropists aim to serve and learn from. Younger generations are more frequently contemplating the intersections of critical societal problems, like the effect climate change has on communities of color and their range of economic mobility.

Under these conditions, NCFP is called to respond to its community of family philanthropists with support that is agile, evolving, and increasingly co-created by stakeholders and partners in the field.

## THE OPPORTUNITY AHEAD

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NCFP is committed to a future where philanthropic families have clarity of purpose and achieve meaning and impact in their giving. To achieve this, NCFP is adopting a new strategic plan, with a theory of impact linked to a clear business model, that calls for both an expansion in the number of families served as well as a deepening of their engagement toward more effective practices. The program model shifts accordingly to prioritize relationship cultivation and management and more tailored content, resulting in stronger outcomes for family giving and increased support for NCFP.

NCFP, guided by its refreshed theory of impact, works to:

- **Elevate** a vision for family philanthropy, including the potential and practices of impactful and intentional giving.
- **Activate** and connect a diverse and engaged peer community of philanthropic families and partners.
- **Equip** families and their partners to achieve purposeful outcomes with curated and relevant tools, resources, and skills.

In preparation for growth, NCFP needs to bolster its operational and financial management capacities – to elevate, activate and equip itself. In the next three years, NCFP will be building an organization ready to scale its impact, by investing in systems and staffing for growth, testing the program model, and establishing strong impact measurement. NCFP will make foundational investments in staffing, culture, capacity, and systems. The 2021 NCFP revenue budget is \$3.97 million. Primary revenue streams include annual gifts, major gifts, restricted and unrestricted grants, fee-for-service (consulting fees and registration fees), and sponsorships.

## OPPORTUNITIES AND CHALLENGES FACING THE NEW DIRECTOR OF DEVELOPMENT AND COMMUNITY

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Reporting to the Chief Impact Officer (CIO) and in partnership with the CEO, the Director of Development and Community will join an extraordinary team of individuals and a thriving community of family philanthropists committed to advancing the capacity of mission-driven organizations to drive positive change. In this capacity the Director will create, manage, and execute fundraising and donor stewardship strategies aligned with program and community building strategies in support of NCFP's mission. The Director will be a seasoned relationship manager with the field awareness and gravitas to effectively represent the CEO and other NCFP leadership at times in relationship development.

Specific areas of focus for the Director of Development and Community include:

### **Donor and Community Stewardship**

- The new Director will lead all aspects of connecting families and supporting organizations to NCFP's work through both their financial contributions and participation in relevant programming. S/he/they will work closely with the CIO and CEO to conceptualize and lead a comprehensive fund and relationship development strategy that is connected to program impact and will ensure the team has the skills, systems, and workflow tools to effectively steward donors across all areas of giving and engagement.
- The Director will meaningfully engage with and represent NCFP board and executive leadership to capitalize on the power of historic and emerging relationships and networks. This includes managing the Board Development Committee, engaging them and the full Board in relationship cultivation with existing and prospective supporters.
- The Director will work in partnership with marketing and program team members and consultants to ensure regular communication with the NCFP community that fosters strong engagement and honors their investments in the work. This includes the co-creation of print, digital, and video content; external donor stewardship opportunities such as virtual donor events; and project management that identifies synergies and alignment across program areas.
- The Director, in partnership with the CIO and CEO, will cultivate and manage a portfolio of institutional funders generating unrestricted and program-specific grants, including multi-year support. S/he/they will oversee implementation of grants management and reporting.
- The Director will supervise and develop staff as well as drive strategy and priorities for the group.

### **Development Operations**

- The Director will support the planning and operations of team meetings with strong facilitation and robust and timely tracking of data that informs fundraising, programs, organizational priorities, and strategy.
- The Director will work closely with the CIO, the Finance and Operations Manager, and the CEO to track revenue, expenses, and key performance indicators against annual goals for the Development team.
- The Director will manage communications between key donors and the CEO's office, coordinating closely with the program team activities.
- The Director will develop and manage systems for effective cross team communication and seamless internal relationship management with external stakeholders and investors.
- The Director will strategize with NCFP leadership and the development team to activate the funder pipeline, prioritizing immediate and emergent fundraising opportunities, with goals to establish

revenue goals for donor retention, lapsed donors, current donors with upgrade potential, and new donor acquisition to maximize full revenue potential and inform a revenue forecast and work plan.

- The Director will systematize effective processes and operations, such as portfolio and moves management tracking, revenue forecasting, internal communications, leadership engagement, and strategy exercises to maintain momentum and make progress toward goals.
- The Director will support staff in development best practices, including but not limited to relationship and moves management, donor acquisition, retention, upgrade strategies, prospect research, and relationship mapping.

### **Planning and Strategy**

- The Director will work closely with the CIO and the CEO to refine and implement a multi-year campaign to raise funds in support of NCFP's new strategic plan.
- The Director will work closely with the CEO and CIO to identify new areas of opportunity and impact for NCFP, always listening for critical needs and the value that NCFP can help bring to its community.
- The Director will bring experience and savvy in supporting ongoing strategic and process development within an organization implementing a new strategic direction or growth plan.

### **QUALIFICATIONS OF THE IDEAL CANDIDATE**

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The ideal candidate will be first and foremost committed to NCFP's mission and intent to grow and reach more philanthropic families, resulting in both increased and more sustainable social impact. S/he/they will be experienced in motivating and supporting internal and external stakeholders to work together to uphold a focus on creating a culture that centers the many intersectional aspects of equity and racial equity.

While no one person will embody all the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

#### **Foundational Requirements**

- Commitment to and passion for the impact family philanthropy can have in improving the lives of others.
- Diversity, Equity, and Inclusion – Committed to a workplace that values different backgrounds and life experiences and allows everyone to bring their authentic self to work. Builds equity into structures, systems and processes for our employees and the communities we serve.
- Ability to multitask and meet deadlines within designated timeframes as well as demonstrated resourcefulness in setting priorities; strong organizational skills and exceptional attention to detail with the ability to work both independently and collaboratively, take initiative and contribute ideas for enhancing performance.
- An optimistic outlook and the humor, integrity, kindness, and patience necessary to work within a transformative environment.

#### **Desired Leadership Competencies**

- *Establishes Vision & Crafts Strategy:* Design's process and structure to build organization alignment around and drive effective execution of fundraising and community building strategy.
- *Fosters Innovation & Continuous Improvement:* Ensures that systems and processes are in place to identify new ideas and support a culture of continuous improvement. Nurtures a learning environment that continuously benefits from the perspectives of NCFP's communities, is willing to take risks, and can fail forward by learning, being agile, and accepting invitations to co-create.

- *Translates Strategy to Operational Goals:* Translates organizational mission and programmatic strategy into practical goals for the individual and development team level. Supports highest and best use of organization resources and maximizes efficient use of resources. Empowers teams to execute against agreed upon projects with approved resources. Monitors strategic progress and provides transparent feedback to all levels of the organization.
- *Drives Change (Takes Action):* Supports NCFP's next stage organizational development process by bringing experience, wisdom, and insight to the work of development and community building. Leverage's data-based observation and interpretation to engage stakeholders in shaping and implementing solutions.
- *Leverages Experience in Philanthropy:* Track's areas of interest, need, and challenge in the sector and translates this into areas for development and growth for the organization. Identifies potential challenges or threats and develops plans to respond.
- *Manages for Results & Delegates Effectively:* Helps team members set goals and achieve measurable results, promoting accountability at the team and individual level for delivering against agreed upon goals. Holds self and others to high standards. Pushes decision making authority to the lowest possible level by establishing clear goals, providing supportive coaching and direct feedback.

#### **Desired Technical Competencies, Experience, Certifications, & Education**

- Experience across many facets of Development, particularly with family philanthropy, high-net-worth individuals, and institutional donors.
- Utilizes a macro view on relevant trends in philanthropy and fundraising with a strong curiosity and interest in tracking needs and developing areas in the field of family philanthropy.
- Strong organization, planning, and budgeting skills. Understands how to integrate fund development, program planning and financial management.
- Strong communication and critical thinking skills and the ability to build collaborative and productive relationships with other departments.
- Have experience making the case for growth capital, change capital, and general operations support.
- Strong project management skills, virtual facilitation and engagement skills, and experience managing up and down toward a successful execution of a fundraising campaign.
- Excellent writing, editing, analytical, and oral communication skills including the ability to collect, review, synthesize and present information and findings.
- High EQ, including strong written and verbal communication skills and experience managing teams in transition.
- BA/BS preferred. 8-10 years relevant and progressive professional experience with specific experience managing fund development, donor engagement and stewardship efforts, development team operations and developing and executing campaign strategies strongly preferred.

#### **TO APPLY**

For more about the **National Center for Family Philanthropy**, please visit: <https://www.ncfp.org>

This search is being led by [Katherine Jacobs](#) and [Andres Marcuse-Gonzalez](#) of [NPAG](#). Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [candidate portal](#).

If you would like to submit a nomination for this role, please email: [ncfp-ddc@npag.com](mailto:ncfp-ddc@npag.com)