Director of Donor and Giving Partner Engagement  
Candidate Profile

Madison Community Foundation (MCF) was founded in 1942. Its mission is to enhance the common good through philanthropy, and it employs the values of integrity, generosity, effectiveness, permanence and equity while implementing this mission.

MCF plays a central role in giving and philanthropic impact within our community and beyond – working with donors to connect them to the causes they care about most; and working with nonprofits to build endowments and utilize grant funding in effective and efficient ways. MCF also manages its own competitive grantmaking program with five focus areas, including: arts, environment, learning, nonprofit capacity building and community development. Our mission requires that we listen to donors and respond to opportunities to enhance our community’s assets and address its challenges. We rely on a diverse team of 14 full-time staff members and dozens of community leaders to carry out our work. MCF is proactive, intentional and unceasing in its efforts to be more diverse, inclusive and equitable.

Madison Community Foundation is currently seeking a **Director of Donor and Giving Partner Engagement** to join the Donor Engagement team. This position plays a key role in advancing the mission of MCF by engaging and stewarding current and prospective donors and fundholders to facilitate giving now and in the future.

The **Director of Donor and Giving Partner Engagement** works with individuals and professional advisors to help develop and support plans for giving today and through estates, assists nonprofit leaders to establish and grow endowments, and supports the operations of MCF’s existing and prospective Giving Partners. This role requires excellent listening, written, interpersonal and verbal communications abilities (including public speaking), refined customer-service skills, a high attention to detail, strong planning, organization and project management skills, working knowledge of tools and strategies for giving and gift planning, and excellent teamwork abilities.

**Personal attributes** that are fundamental to the role include: positive attitude, strong moral and ethical standards, strong work ethic, humility, an ability and willingness to engage with people of varying ethnicities, backgrounds, and socioeconomic levels, and a warm collegial style.

An **Undergraduate degree** and five years of experience in philanthropic services, development and fundraising, professional advising or other relevant experience required.

This individual will report to the Vice President of Donor Engagement and work closely with all departments. Competitive salary and benefits.

Interested candidates should forward a cover letter – including how your values align with those of MCF – and resume to apply@madisongives.org. Interviews for this position will begin in March 2022.
Summary of Major Responsibilities
The Director of Donor and Giving Partner Engagement advances the mission of Madison Community Foundation (MCF) by working with a broad array of constituents to facilitate giving and endowment growth today and through planned gifts. This position serves individual, organizational, corporate, and Giving Partner fundholders, members of our Legacy Society (planned gifts) and donors to MCF. The Director of Donor and Giving Partner Engagement collaborates with professional advisors and draws on a working knowledge of current giving strategies involving cash, securities, qualified charitable distributions, charitable gift annuities, donor-advised funds, endowments, beneficiary designations, wills and trusts.

Specific Responsibilities:
- Engage fundholders, Legacy Society members, donors, prospective donors and their advisors to support current and planned charitable activities
- Serve active and prospective nonprofit fundholders to support fund establishment and growth
- Support current and prospective Giving Partners who are organized to facilitate philanthropy and benefit fields of interest and communities within Dane and surrounding counties.
- Manage a dynamic portfolio of active and prospective donors and fundholders to ensure proactive engagement and stewardship of relationships
- Collaborate with the communications team to feature and recognize constituents in written materials and video assets; assist in the creation of collateral for donor and advisor audiences
- Utilize MCF's database to track donor plans and actions
- Represent MCF at community and regional events
- Additional duties as assigned

Qualifications:
- Excellent listening, written, interpersonal and verbal communication abilities, including public speaking
- Exceptional human relations skills; the ability to serve a wide range of audiences and build relationships
- Strong organizational and project management skills; attention to detail
- Knowledge of tools and strategies for charitable giving
- Proficient in Microsoft Office including Outlook, Word, Excel, and Power Point
- Proficient in database management (Raiser’s Edge experience a plus)
- Presenting professional image and demeanor
- Ability to handle confidential and sensitive information
- Ability to work effectively, independently and in a team environment
- Ability to travel within Dane and surrounding counties

Education and Experience
Undergraduate degree and five years of experience in philanthropic services, development and fundraising, professional advising or other relevant experience required.

Note: This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.