**Philanthropy OFFICER**

Reporting to the Chief Development and Marketing Officer, the Philanthropy Officer will offer knowledge, experience, and innovative ideas around donor cultivation and relationship management. As part of both the donor relations department and the marketing/communications department of The New York Community Trust, this person will be responsible for creating, executing and managing donor engagement and fundraising activities, working to broaden The Trust’s reach and bring in new prospective donors. This position requires a go-getter who can foster one-on-one relationships with current and prospective donors, and assist with strategic marketing efforts to build philanthropic relationships between The Trust and individuals, corporations, nonprofits, and the professional advisor community.

The Philanthropy Officer will help plan and implement effective solicitation and stewardship strategies, aiming to increase the number of donors, with a focus on permanent gifts.

**RESPONSIBILITIES**

* Respond to inquiries from prospective donors, effectively articulating The Trust’s offerings and converting cold prospects into warm leads.
* Manage a portfolio of prospects and donors and engage with them on an individual basis (face-to-face, by phone, and in writing, as applicable).
* Conduct prospect research to support fundraising outreach.
* Develop effective fundraising and marketing materials to attract new prospects.
* Identify and promote best practices for donor stewardship and engagement, especially working with individuals, corporations, multi-generation family donors, and giving circles.
* Develop acknowledgment and recognition procedures for donors at all levels in collaboration with the donor relations team.
* Plan, manage and arrange meetings and events that advance donor cultivation and stewardship for major gifts.
* Build relationships and work with professional advisors such as attorneys, tax planners and wealth experts to facilitate their clients’ charitable goals utilizing The Trust’s services and offerings, coordinating with the General Counsel where there is overlap or for collaborative lead generation.
* Seek new opportunities to promote The Trust to prospective donors or professional advisors, including arranging and/or presenting at speaking engagements.
* Work with communications department to ensure effective promotion of The Trust’s mission to target audiences.
* Serve as a department resource and remain informed on legal, accounting, investment and technology issues as they affect charitable giving.
* Help manage The Trust’s online donation platform, handling any necessary updates and improvements in coordination with the finance department.
* Ensure that outreach efforts are properly documented and tracked in the moves management system (Salesforce).
* Prepare summaries that serve as background for executive meetings and conversations with major donors.

**QUALIFICATIONS**

* Bachelor’s degree.
* Five to ten years of professional experience in fundraising and development with progressive responsibility. Prior experience in frontline development, donor relations, and/or stewardship required.
* Strong donor-relations and/or customer relations skills, providing prompt, professional responses to all prospect inquiries.
* Proven ability in creating strategies to cultivate prospects and channel donor engagement leading to greater charitable support. Ability to educate and inform prospective and existing donors about appropriate giving vehicles. (Knowledge of financial or legal aspects of charitable giving desired.)
* Ability to lead assigned projects and support other members of the donor department team and collaborate across departments in an effective, professional manner.
* Proficiency with Microsoft Office Suite, especially with Word, Excel, PowerPoint, and Outlook.
* Must be tech savvy and open to learning new fundraising/CRM systems as well as e-marketing platforms. Knowledge of Salesforce is encouraged.
* Advanced level of proficiency with wealth screening tools and platforms. Experience with iWave is preferred.
* Must be self-motivated and able to manage and meet internal and external deadlines for complex projects, while balancing competing priorities.
* Ability to participate as a team member, working collaboratively and managing projects across diverse groups, with a commitment to following and enforcing processes and procedures. A sense of humor is essential.
* Demonstrated effort to maintain and grow knowledge in relevant areas.
* Exceptional verbal and written communication skills, with experience drafting and presenting information and proposals.
* Entrepreneurial spirit, leading to innovative ideas to create new outreach efforts.

**SALARY & BENEFITS**

Excellent benefits; salary commensurate with experience.

Please submit your resume and cover letter to Joan Reedy, Human Resources, The New York Community Trust by email at [jmr@nyct-cfi.org](mailto:jmr@nyct-cfi.org)  or by mail to 909 Third Avenue, New York, NY 10022. No calls please.

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