



For almost 75 years, **Rochester Area Foundation** (RAF) has partnered with donors in building and enhancing the quality of life in the greater Rochester area through philanthropic leadership and community partnerships. Currently the Rochester Area Foundation has assets of approximately \$45 million.

OVERVIEW OF THE POSITION

The Philanthropy Officer is responsible for structuring, implementing, and monitoring a highly effective development and donor services program working closely with the President, RAF staff, and Trustees to support and embrace the mission and goals of RAF. The primary goals of this position are to cultivate new and prospective donors, support efforts to strengthen relationships with current donors, and work with professional advisers and other door openers to grow the Foundation's assets in order to reach the annual and long-range development goals of RAF.

PRIMARY RESPONSIBILITIES

1. Lead the planning, organizing, directing, implementing, and evaluating of all development activities in order to meet the annual and long-range goals and objectives of Rochester Area Foundation.
2. Design and drive a process to identify, cultivate, solicit, and close major gifts and new funds from individuals, families, businesses, corporations, foundations, and government funders personally and through the involvement of staff and volunteers.
3. Identify, cultivate, and secure funding for current and future initiatives, operations, and programs that support RAF's strategic priorities.
4. Cultivate and solicit a portfolio of major gift prospects and donors.
5. Identify and research potential prospective donors.
6. Build and maintain relationships with estate and financial planning professionals (attorneys, accountants, trust officers, financial planners, brokers, insurance agents and other advisors);
7. Assist with planning and executing of special events, meetings, donor and prospect events, estate-planning seminars, and other continuing education programs for current and prospective donors.

QUALIFICATIONS

- Bachelor's degree in marketing, nonprofit management, finance or relevant degree and/or equivalent educational qualifications with a minimum of 5 years of experience in nonprofit development, wealth management, estate planning, major gift cultivation work, or successful business sales experience.
- Demonstrated success in fund development and client relationship development needed; preference for previous foundation experience.
- Extensive experience dealing with customers/donors as well as financial and legal professionals, in a variety of work and social settings.
- Extensive knowledge of the communities served by Rochester Area Foundation is desirable.
- Proficient in Microsoft Office, specifically Word, PowerPoint, Excel. Familiarity with fundraising databases.
- High level of integrity, strong work ethic, and mature judgment.
- Experience working with volunteers, boards, and donors.
- Well-organized, motivated, self-starter.
- Proven ability to listen critically, think and act creatively, strategically, and nimbly.
- Exceptional and engaging written and oral communications skills with the ability to interact effectively with leadership, staff, and Board of Trustees.
- Demonstrated ability to work effectively with a variety of constituents.
- Excellent judgment and an innovative, proactive, problem solving orientation.
- Management and supervisory experience a plus.

The compensation package for this position is competitive. It includes participation in RAF's benefits plan.

To apply, please send a cover letter, resume, and the names and phone numbers of at least three references by July 5th to Jennifer Woodford, President at employment@rochesterarea.org. The position will remain open until filled but may be closed upon the discretion of the Foundation. Visit our website for more information www.rochesterarea.org. EOE/AA