



Ann Arbor Area Community Foundation

Senior Philanthropic Advisor - Major Gifts

As frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications, we encourage you to upend those statistics and apply to this position. We excitedly anticipate your application and cover letter detailing why you are interested, how you are exceptional, and in what ways [AAACF's values](#) align with yours.

Overview: The Philanthropic Advisor – Major Gifts is a full-time, exempt position reporting to the Director of Philanthropy – Donor Services. This role is responsible for cultivating and securing significant outright gifts and managing complex non-cash contributions such as real estate, closely held stock, and other unique assets. The Advisor provides technical expertise in gift acceptance and compliance, while building strong relationships with donors to inspire transformational giving. This position also supervises the Event Planner, who designs and executes donor cultivation and recognition events.

Responsibilities include:

Donors

1. Manage strategies to identify, cultivate, and secure major gifts from individuals, families, and corporations
2. Respond to inquiries related to major gifts and non-cash contributions, draft fund agreements, and ensure compliance with gift acceptance policies
3. Develop tactics for informing and engaging major donors in the work of the Foundation to encourage deeper investment in its mission. Execute such plans and tactics
4. Facilitate activities that support strong relationships with potential and current major donors, including systematic communication, donor recognition, special events, publications, and publicity
5. Track and monitor relationships with current and potential major donors, including researching and building profiles of donor interests, giving patterns, and philanthropic capabilities
6. Provide staff support to various committees and affiliates

Cultivating Gifts

1. Identify, research, cultivate, and secure principal-level gifts to meet established new annual and long-term gift goals
2. Develop, implement, and manage asset development plans in targeted areas of growth for the Foundation, with emphasis on working with targeted groups such as the Board of Trustees
3. Exercise sound judgment in securing gifts and managing existing relationships to meet the objectives of the donor while supporting the mission and operations of the Foundation
4. Market a full range of gift vehicles for major gift acquisition, including gifts of real estate, securities, and other complex assets
5. Prepare and deliver compelling proposals and presentations for major gift prospects
6. Contact and meet with assigned donors to ensure satisfaction with the services provided by the Foundation and secure additional gifts

7. Continue and expand relationships and secure new gifts with affinity groups in the region
8. Manage assigned events and engagement opportunities that expand the public's awareness of the Foundation to attract new major donors

Fundholders

1. Actively cultivate relationships with an assigned portfolio of fundholders to inspire and engage their philanthropic interests and goals. Fundholders may include individuals, families, corporations, nonprofit organizations, and distribution committees/boards (such as supporting organizations, committee-advised and scholarship funds)
2. Oversee the management of Foundation-related day-to-day needs for fundholders, leveraging the expertise of colleagues when needed
3. Create cultivation strategies focused on growing relationships with existing fundholders
4. Achieve strong proficiency in Foundant's CSuite software for development functions, including but not limited to queries, reports, global changes, upload/download capabilities, fund balances, etc.
5. Manage and assist with the development and execution of donor recognition events and/or education sessions consistent with the Foundation's overall donor relations strategies
6. Collaborate with appropriate Foundation staff on donor-related communications (i.e., newsletters, annual report, event marketing, special mailings, surveys, etc.)
7. Educate fundholders about Foundation initiatives, community funding opportunities, and partnership opportunities
8. Write and edit proposals, fund agreements, grant reports, and other correspondence
9. Research, identify, cultivate, and solicit potential fundholders for the Foundation and/or sponsors of Foundation initiatives
10. Make development pitches and presentations as needed
11. Coordinate with other departments to ensure the delivery of quality services to portfolio of fundholders
12. Perform other duties as assigned, including participation in other activities as assigned by the Director of Philanthropy – Donor Services

Leadership

1. Supervise and mentor the Event Planner, providing guidance on donor cultivation and recognition strategies
2. Oversee donor events and engagement activities, ensuring alignment with major gift strategies and the Foundation's overall development goals

Position Requirements

Education and Training

A bachelor's degree is required. A graduate degree is preferred. Certifications in fundraising, financial planning, estate planning, or related areas are a plus. A hands-on knowledge of modern development and communications tools, such as development software, CRM, databases, spreadsheets, and online research services, is strongly preferred.

Work Experience and Demonstrated Competencies

- Significant professional experience is required
- Minimum 3 years of nonprofit fundraising experience, with a proven track record in major gifts, is necessary
- Experience working with high-net-worth individuals and complex gift structures
- Experience or knowledge of non-cash gift valuation, IRS compliance, and charitable gift vehicles
- Experience or knowledge of planned giving

Technical Competencies

- Superior interpersonal skills
- Exceptional verbal and written communication skills
- Excellent public speaking abilities
- Good command of modern office software and technologies
- Familiarity with Washtenaw County issues, nonprofits, donors, and communities is preferred

Behavioral Competencies

- **Mission:** Genuine and demonstrated passion for the community and the AAACF vision around diversity, equity, and inclusion. Demonstrated leadership presence to represent the Core Values of the Foundation in the public sphere
- **Communication:** Ability to establish effective relationships with prospective donors, donors, professional advisors, board members, and staff members; ability to incorporate a strong customer service ethic into all activities (a service-oriented mindset is critical); confidentiality and discretion are a must; good sense of humor
- **Teamwork:** Consummate team player; comfortable supporting and leading group efforts; willingness to embrace AAACF's strategic and tactical direction; active manager and mentor for all direct reports; contributes to a positive culture for all AAACF staff
- **Organization:** Highly motivated, self-organized; thrives on handling multiple activities at once; able to prioritize issues on an ongoing basis; great attention to detail; able to handle most office tasks without assistance
- **Professional Maturity:** Able to work independently to achieve objectives and solve problems; an entrepreneurial and creative mindset; a very strong work ethic, as well as integrity and sound judgment

Benefits include:

- Four workdays in the office; one day remote
- Health, dental and vision insurance
- 403(b) plan with contribution matching
- Life insurance
- Short and long-term disability insurance
- Flexible spending and childcare savings accounts
- Paid time off and much more

Compensation

The minimum starting salary for this position is \$75,000; an offer will be based on a candidate's relevant qualifications and experience.

How to Apply

Please submit your resume, cover letter and answers to the questions below to jobs@aaacf.org or apply online [here](#). The cover letter should be addressed to the HR Department. You may also direct questions about this posting to jobs@aaacf.org. (no phone calls, please). Applications will be reviewed on a rolling basis and accepted until the position has been filled.

1. What makes you an exceptional candidate for this position?
2. Why do you want to work at AAACF?
3. Which, if any, of our Core Values resonates with you?

AAACF is an equal opportunity employer.