

# Vice President for Advancement

## Job Description

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**Position:** Vice President for Advancement

**Position Type:** Full-Time, Exempt

**Supervisor:** President & CEO

**Position Summary:** The Vice President for Advancement will serve as a vital member of the Foundation's leadership team; champion the creation and execution of a comprehensive charitable services program focused on building the Foundation's capacity for community impact through the securing of major and planned gifts; advance the Foundation's visibility and positioning as DuPage County's philanthropic leader; and successfully engage people, organizations, and their advisors in the Foundation's mission while helping them accomplish their personal charitable goals.

The ideal candidate is a skilled professional with proven success in leadership, relationship-building, charitable gift planning, community engagement, persuasive presentations, project management, and working effectively in teams. This individual will oversee two direct reports and must possess a high degree of initiative, curiosity, and empathy, along with a genuine desire to help others and raise the quality of life throughout DuPage County.

**Organization Summary:** DuPage Foundation is DuPage County's philanthropic leader. As a 501(c)(3) public charity, we receive contributions and bequests from individuals, corporations, organizations and foundations seeking to make a difference for our community and the causes that matter most to them. We have grown to more than \$130 million in assets and awarded more than \$75 million in grants to not-for-profits serving the residents of DuPage County and beyond.

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### Position Responsibilities:

- Actively participate as a member of the leadership team and provide counsel to the president & CEO.
- Lead in the creation and execution of the Foundation's strategic plan with a focus on strategies aimed at growing its capacity for community impact—particularly its discretionary endowments—through the identification, cultivation, and solicitation of outright and planned gifts.
- Manage and mentor the Advancement team and oversee the implementation of a comprehensive charitable services program including the setting of annual strategies, metrics, and a proposed budget for outreach, donor and professional advisor engagement, education, marketing, and stewardship.
- Serve as lead staff liaison for the Endowment Committee and support the training of the Board and other volunteer leaders as effective Foundation ambassadors by developing messaging, approaches, and opportunities to help them leverage their networks and community presence in furtherance of the Foundation's mission.
- Oversee and participate in the development of resources that support Foundation programs, initiatives, and giving opportunities, and that provide support in developing and implementing fundraising campaigns.
- Serve as a lead contact for gift inquiries, advise on gift options, and close current and planned gifts.
- Manage the allocation of current and prospective donors and fund holders to staff portfolios.
- Engage, cultivate, and steward a book of current and prospective high-net-worth donors with a focus on helping them achieve their personal charitable goals and matching their interests with local needs and opportunities.

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- Educate Foundation constituents and the DuPage community about charitable giving opportunities and strategies through:
  - Personal consultations and presentations.
  - The creation of materials to address common questions raised in the gift process and highlight solutions.
  - The planning and execution of programs and events focused on charitable gift strategies for individuals and families, closely-held business owners, and corporations.
- Cultivate relationships with professional advisors (attorneys, wealth advisors, accountants, trust officers, life underwriters, etc.), build their understanding of the Foundation and charitable giving strategies, and obtain referrals through:
  - Personal consultations.
  - Presentations to professional advisor firms.
  - Oversight of the Foundation’s Professional Advisor Committee and continuing education events.
- Be an active community leader and Foundation ambassador by speaking, authoring articles, volunteering, and participating in strategic community activities and events.
- Keep up to date on developments in philanthropy, laws, and regulations pertaining to charitable planning, Community Foundation National Standards, and effective charitable giving strategies.
- Provide oversight to ensure that all gifts, gift policies, and fund agreements comply with federal and state law, Community Foundation National Standards, the AFP Donor Bill of Rights, and Foundation policies.
- Perform administrative duties such as tracking calls and creating proposed budgets and reports.
- Attend meetings and lead on or assist with other projects as requested.

**Knowledge, Skills & Abilities:**

- Bachelor’s degree and a minimum of 7 - 10 years’ professional experience in not-for-profit management, fund development and charitable gift planning, trust or financial services, or a related field required. Advanced training or professional certification is preferred (E.g., JD, MBA, CAP®, CFP®, CFRE®, etc.).
- Strong understanding of estate planning and/or income, capital gains, and estate tax issues—preferably consisting of cultivating, soliciting, and closing major (six- and seven-figure+) outright and planned gifts.
- Demonstrated success in building strong relationships with professional advisors and prospective clients/donors.
- Superior oral and written communication skills with high emotional intelligence and the ability to listen well.
- High degree of initiative and responsibility to manage a variety of projects from start to a successful and timely conclusion.
- Desire to take a proactive role in team efforts, promote collaboration, and cooperation among team members, and encourage open communication in multidisciplinary environments.
- Excellent computer skills including Microsoft Office suite, relational databases, and presentation software.
- Ability to be an effective ambassador for the Foundation among diverse constituent groups.
- Willingness to occasionally work beyond regular business hours including some evenings and weekends.
- Existing knowledge of the DuPage County philanthropic landscape a plus.

**To Apply:** Email a PDF résumé and cover letter with “Vice President for Advancement Position” in the subject line to Hiring Manager at [apply@dupagefoundation.org](mailto:apply@dupagefoundation.org) to be considered. All applications will be considered under the strictest of confidence. **NO CALLS PLEASE.**

**Hiring Policy:** DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, pregnancy, or any other legally protected status.

***The DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs, and building community partnerships.***