



## **Position Description**

**Role:** Director of Philanthropy (Full Time)

**Reports to:** President and CEO

**Job Purpose:** The mission of the Community Foundation of Johnson County (CFJC) is to connect communities who care with causes that matter to support sustainable change. This position plays a key role in fulfilling this mission in Johnson County by raising new funds, supporting donors and fundholders, strengthening connections to the communities we serve, and advancing key organizational strategies and priorities.

As our region and organization continue to grow, the CFJC has recognized a need for:

- Strategic and comprehensive approaches to expanding philanthropy and the services we provide to new and existing fundholders.
- Additional funding streams, revenues, and development systems to support and grow vital mission-driven programs.
- Bolstered community connections that drive awareness of and participation in the work of our organization.

**Function:** In close coordination and collaboration with the President and CEO and members of the Board of Directors, the Director of Philanthropy plays a lead role in raising funds and enabling the CFJC to increase the number of donors who hold funds within the organization to support the causes they value most. The leader in this role will help the CFJC to strengthen the community's nonprofit sector, multiply the impact of grassroots generosity, and address the region's most pressing needs.

**The primary duties of the Director of Philanthropy require the ability to:**

- Build and sustain trust-based relationships with internal and external stakeholders.
- Demonstrate leadership and success in the identification, cultivation, solicitation, and stewardship of donors.
- Engage with fundholders and donors to help maximize the impact of philanthropy on the causes that matter to them.
- Communicate effectively to engage, inform, and inspire diverse constituencies and audiences.
- Anticipate change and develop new systems, strategies, and innovative tactics needed to thrive in the midst of organizational and community growth.

Approximate Percentage of Time	Primary Role
50%	<p><b>Fundraising &amp; Donor Engagement</b></p> <ul style="list-style-type: none"> <li>• Demonstrate personal leadership in philanthropy by successfully identifying, cultivating, soliciting, and stewarding a growing portfolio of donors across all giving levels, leading to increased revenues that advance the CFJC mission.</li> <li>• Effectively partner with donors and fundholders to increase their impact on specific causes they care about. Serve as a philanthropic advisor to fundholders, helping them to assess opportunities, understand the impact of their giving, and improve their grantmaking.</li> <li>• Provide knowledgeable and inspiring leadership and support for philanthropic affinity groups and donors wanting to give through more complicated vehicles, such as trusts and gift annuities.</li> </ul>
20%	<p><b>Philanthropic Leadership &amp; Strategy</b></p> <ul style="list-style-type: none"> <li>• Based on an assessment of organizational capability, donor capacity and market trends, develop, initiate, and support the ongoing execution of an inclusive, comprehensive, and effective philanthropy strategy.</li> <li>• Establish new philanthropy systems and key performance metrics and demonstrate continued success in meeting targets, personally and as a team.</li> <li>• In future years, thoughtfully design, recruit, support, and supervise a development team to ensure effective implementation of the organization's strategy.</li> </ul>
15%	<p><b>Community &amp; Network Development</b></p> <ul style="list-style-type: none"> <li>• Be purposeful in community engagement, seizing opportunities to invite new supporters and partners into new or deeper relationships with the organization.</li> <li>• Effectively engage with community-based professional advisors such as accountants, asset managers, and attorneys to bolster referral pipelines.</li> <li>• Participate in community events and organizations on behalf of the CFJC, seeking input and sharing information in proactive ways.</li> <li>• Serve as a spokesperson and presenter on behalf of the Community Foundation, effectively conveying our mission, vision, programs, impacts, and needs.</li> </ul>
15%	<p><b>Continuous Learning &amp; Innovation</b></p> <ul style="list-style-type: none"> <li>• Commit to personal and professional development, staying abreast of emerging trends and best-practices in philanthropy, community foundation administration, and leadership.</li> <li>• Remain aware of trends in the field of philanthropy and their implications for the CFJC.</li> <li>• Apply new approaches to giving, emerging practices in prospect and donor engagement, family philanthropy and multi-generational giving. Maintain and expand technical awareness and knowledge of current federal and state regulations related to grantmaking.</li> <li>• Demonstrate curiosity, humility, and an ongoing willingness to learn, grow, and teach others.</li> <li>• Serve effectively as a member of the CFJC team, advising and supporting other members of the staff and board.</li> <li>• Demonstrate fiscal leadership and accountability by actively participating in budget development, ongoing budget management, and regular reporting.</li> </ul>

**Qualifications:**

- 5+ years of experience in fundraising and development, and leadership in the nonprofit sector.
- CFRE, CAP, or comparable professional certification highly desirable.
- Demonstrated success in building and leading teams.
- Demonstrates cultural competence and exhibits skills to foster equity and inclusion.

***Additional preferred characteristics include:***

- Working knowledge of charitable estate planning tools, such as bequests, beneficiary designations, charitable gift annuities, charitable remainder trusts, and donor advised funds
- Proficient with data collection, analysis, and CRM management systems
- Understanding of community foundation structures and services
- Willingness to serve donors and the organization on occasional evenings and weekends
- Skilled listener, successful communicator, and a strong public speaker
- Highly organized, detail-oriented, and conscientious self-starter
- Able to strategize and prioritize effectively to accomplish multiple tasks
- Objective, strong “can do/will do” style
- Builds and maintains relationships with ease
- Proficient in Microsoft Office Suite, Foundant, Crescendo Interactive, and Zoom
- Works efficiently with timelines and budgets

*Individuals with other combinations of related education and experience are encouraged to apply and will be considered on a case-by-case basis.*

**Environmental Conditions:**

- Sitting, standing for long periods of time
- Computer work, keying and screen comfort
- Lifting of 25 lbs. or less, occasionally
- Access to transportation to/from events and activities where CFJC staff participation is needed

**Salary and Benefits:**

\$60,000 – \$70,000, depending on experience. Eligible to participate in the Community Foundation’s competitive benefits package which includes, health, dental, life, disability, 403B retirement with employer match, and paid time-off benefits including paid holidays and family caregiving leave.

**The Community Foundation of Johnson County is an Equal Opportunity Employer:**

The Community Foundation of Johnson County does not discriminate against someone (applicant or employee) because of that person’s race, creed, color, ethnicity, national origin, religion, sex (including gender identity, gender expression, sexual orientation, or pregnancy), age, physical or mental ability or genetic information, veteran status, military obligations, marital status, or any other protected class as provided for by applicable local, state and federal law. This nondiscrimination policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

**To Apply:**

After thoroughly reviewing our website, interested applicants must email a cover letter, resume, and the contact information for three professional references in one PDF file to [info@cfjc.org](mailto:info@cfjc.org) with the subject line: “Director of Philanthropy.”

**Application Deadline: February 15, 2026 at 5 p.m.**