**Position Title: Philanthropic Director, Central Region**

**Position Type: Exempt**

**Location: Chicago, IL or other Central US location**

**Date:** **02/27/20**

**About Foundation Source**

Foundation Source is America's leading provider of comprehensive outsourced support services for private foundations, including administration, compliance, and philanthropic advisory services. The company's full suite of back-office, online, and advisory services help its foundation clients ease their administrative burdens and achieve greater social impact.

Foundation Source’s client base of high-net-worth individuals, families, and corporations has grown significantly since the company was founded in 2000. Today, the company serves more than 1,600 private foundations nationally representing $16 billion in assets under administration. Foundation Source is headquartered in Fairfield, CT with a national presence in major cities throughout the US.

**Position Description**

The Philanthropic Director, (PD Central Region), will be based in the Central USA region and will serve as a philanthropic adviser consultant to clients who reside in the central U.S., from Minnesota to Texas. The PD will allocate the majority of his/her time to directly supporting Foundation Source’s foundation clients. This support includes travel for periodic visits, facilitating family or board meetings, assisting with the foundation’s mission or strategy, or connecting clients to resources in their areas of interest. The remainder of the PD’s time is dedicated to supporting the business development needs of in-region Sales Team.

**Essential Duties and Responsibilities**

The PD serves three critical business needs:

* PDs cultivate and deepen the company’s relationship with its clients in order to increase client satisfaction and retention. The PD serves as a local contact and resource on philanthropic matters to clients, supplementing and enhancing the services provided by our Fairfield, CT-based client services team. Through meetings in person and on the phone, or through consulting projects, the PD assists foundation clients with mission and programmatic direction, succession planning, next generation involvement, board meeting facilitation, governance, and strategic grantmaking.
* PDs support the company’s in-region Sales Team members, providing philanthropic expertise to prospective clients during the sales process
* PDs serve as thought leaders, participating in market development activities that may include giving speeches, attending conferences, hosting events, and developing resources to increase the company’s visibility among financial advisors, attorneys, HNW individuals, and private foundations. The PD will be expected to develop content in support of our clients’ and prospects’ philanthropic interests; design and conduct webinars; and develop case studies/client success stories based on client interactions and engagements.

**Professional Qualifications**

The Philanthropic Director should have strong skills in philanthropic strategy and program design, and expertise in foundation administration, compliance, and grantmaking. Sales experience is not a requirement; however, the Philanthropic Director will be expected to intelligently articulate Foundation Source’s range of services and value proposition. The successful candidate:

* Resides in Chicago, IL or other Central US location and has extensive personal and professional in region networks.
* Has direct programmatic/grantmaking experience at a large and/or well-known private foundation, serving as a program director, senior program officer, or evaluation manager.
* Demonstrated knowledge of foundation strategy, grantmaking, compliance, and administration.
* Has demonstrated experience advising high-net-worth clientele.
* Exhibits top-notch writing and presentation skills. Superior ability to communicate clearly and effectively in both written and verbal formats.
* Demonstrated ability to contribute to the development of consulting materials for the department.
* Proven ability to speak in front of groups, facilitate meetings, and develop in-depth articles and reports.
* Experience leading or managing corporate philanthropy is preferred.
* Undergraduate degree is required; an advanced degree in a related field is preferred.

**Personal attributes**

* Strong client-service orientation, ethics, and interpersonal skills, a “can-do” attitude, and keen sense of diplomacy are absolutely critical.
* Poise and professional presence; capable of establishing credibility quickly with donors and clients as a thoughtful and knowledgeable advisor;high confidence and low ego; open to feedback and the opinions and ideas of others.
* Ability to take initiative, multitask, and adhere to deadlines, achieve high productivity, and work independently as well as in teams.

**Physical Demands and Work Environment**

* This role will require the employee to work remotely from their own home.
* The PD must be able to travel frequently to see clients and represent Foundation Source at conferences and other events.

**How to Apply**

Interested applicants should send a cover letter and resumeto careers@foundationsource.com. Please indicate the position “Philanthropic Director” or “PD” in the subject line of the email. No phone calls, please.

**Compensation:**

Foundation Source offers a competitive compensation and benefits plan that is commensurate with experience.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Foundation Source is an Equal Opportunity Employer, maintains a drug free workplace, and complies with the ADA.

All applicants are considered without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, , military/veteran status, genetic information, marital status, or any other protected characteristic under applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Any applicant requiring a reasonable accommodation to complete the application and/or participate in the interview process should contact a management representative.