



## Chief Philanthropy Officer

**Classification:** Full-time; Exempt

**Reports to:** President/CEO

### JOB DESCRIPTION

#### ORGANIZATION PROFILE:

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Historic Charleston Foundation (HCF) is a non-profit organization advancing the broad mission of historic preservation and protecting the livability of the community. As historic preservation has evolved into more than a movement to simply save historic buildings, the Foundation has broadened its scope into balancing the needs of modern society with protecting the significant cultural fabric of our historic communities. The Foundation's three main mission pillars are Preservation, Advocacy, and Museums.

#### POSITION SUMMARY:

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The Chief Philanthropy Officer (CPO) is accountable for the overall management and success of a well-rounded Philanthropy Department that addresses all private fundraising (annual, major, planned), fundraising related events and sponsorships, grants, and volunteer engagement. The successful candidate will collaborate with the CEO, executive team, volunteer committees, and the Board of Trustees to plan and execute resource development strategies and measure performance against goals. The ideal candidate will partner with colleagues, community groups, and other stakeholders, lead complex projects, and serve as the organization's champion among key donor constituencies. The Chief Philanthropy Officer reports directly to the President & CEO.

#### JOB RESPONSIBILITIES:

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##### Leadership

- Lead, mentor, and supervise a Philanthropy team of three additional full-time professionals
- Collaborate with the CEO, other Department Heads, and Board of Trustees in all philanthropic activities to fund the organization's operations and deliver programs within the community
- Create and manage an effective annual plan for a fully realized Philanthropy Department that supports the organization's three mission areas. Execute an objective, measurable plan in coordination with the HCF team, consultants, and volunteers
- Collaborate with the Foundation's marketing and communications team as well as external marketing partners

##### Revenue Generation

- Lead all efforts to meet and/or exceed annual revenue goals as determined by strategic planning efforts, organizational needs, and proper assessment of philanthropic readiness
- Directly manage and advance a major gift portfolio
- Oversee efforts to create, execute, and evaluate key events directly impacting the Philanthropy Department's fundraising goals to cultivate and steward leadership donors to HCF and generate operating revenue
- Direct the overall donor and prospect pipeline to ensure ongoing acquisition, retention, growth

##### Revenue Forecasting

- Develop and maintain monthly and annual revenue forecasts
- Develop and implement an annual resource development plan that includes long- and short-term objectives for the philanthropy department with measurable revenue targets

- Participate in the development, implementation, and monitoring of the organization's philanthropic development activities, through controlling expenditures within budget and maintaining donor and financial records

### **Community Engagement**

- Identify, recruit, and retain volunteers to drive engagement, solicitation, and stewardship in each mission area
- Lead, support, and collaborate with the Philanthropy Committee of the Board of Trustees
- Oversee the management of HCF giving societies, including the Granville Bastion, the 1947 Society, and PreserVISIONists
- Develop strategic alliances with community leaders and public officials
- Work with the Marketing Department to ensure philanthropy messaging is present in efforts to increase visibility of the organization in the community and foster good public relations with our partners and stakeholders

### **Development Operations**

- Create and manage a team to maximize the current constituent relationship management system (CRM) to identify specific giving opportunities and guide strategies across the donor pipeline to increase giving and grow key relationships
- Ensure that CRM policies and procedures are aligned with the specific needs and activities of the philanthropy department

### **QUALIFICATIONS:**

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- 7-10 years of leadership experience, including the management and leadership of teams and navigating organizations through growth and change. Bachelor's degree in business administration, or similar discipline; MBA preferred
- In-depth expertise in fundraising techniques and best practices, pipeline management, campaign management, and identifying various sources of funding for non-profit organizations
- Astute project management, time management, administrative, organizational, multi-tasking, and follow-through skills
- Exceptional oral and written communication
- Experience with social media, print, and other types of marketing channels
- Experience with an historic preservation organization is preferred
- Proven track record of establishing and maintaining effective working relationships with teams, Board members, volunteers, community groups, and related agencies.

### **WORK ENVIRONMENT/HOURS:**

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This full-time position operates primarily in an office environment at 40 E. Bay Street, Charleston.

Office Hours: Monday – Friday from 8:30 a.m. – 5:00 p.m. Flexibility to work an altered and non-traditional work schedule necessary to attend evening events and to meet deadlines.

### **BENEFITS:**

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Competitive salary commensurate with experience (\$145,000-\$155,000) and generous benefits package (medical, dental, vision, PTO, (12) paid holidays, 403(b) with match, STD, LI, EAP), free parking, Reciprocity Pass, retail shopping discount, Flex Fridays

### **TO APPLY:**

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Please submit a cover letter accompanying your resume/CV via email to [careers@historiccharleston.org](mailto:careers@historiccharleston.org)

The employment relationship with Historic Charleston Foundation is at-will and may be terminated by either you or the foundation at any time, for any reason. Neither this form, or any oral or written policy or procedure, nor any representation by any HCF employee, supervisor or officer can or will change the at-will nature of your employment.

*Historic Charleston Foundation's mission is to advocate for a future for Charleston that honors and protects its people, places, culture, and community.*