



Director of Gift Planning

Job Description

About the Community Foundation of Anne Arundel County (CFAAC)

Established in 1998, CFAAC is one of 900+ community foundations nationwide. We are an independent 501(c)(3) public nonprofit with a mission to inspire and promote giving in Anne Arundel County by connecting people who care with causes that matter. We envision a vibrant and generous community that comes together to enhance the quality of life for all. Our role is to promote philanthropy, help identify critical community needs, partner with donors to achieve their philanthropic and financial goals, and foster collaboration that strengthens the nonprofit sector in Anne Arundel County.

Since its inception, CFAAC has created spendable and permanent sources of funding for the intended purpose of grantmaking to nonprofit organizations. Through two giving circles and 300+ Donor Advised, Scholarship, Memorial, and Legacy Funds, the community foundation supports the philanthropic community by granting \$6-\$9 million annually in Anne Arundel County and beyond. As a service to the community, CFAAC produces a needs assessment report, *Poverty Amidst Plenty*, every three years to help understand and track the needs in Anne Arundel County. We provide a variety of online and in-person education programs to donors, nonprofit leaders, and professional advisors throughout the year.

The Director of Gift Planning plays a vital role in our small, mighty, and fast-paced organization, which is known for its high-quality donor service, trusted community partnerships, and thoughtful philanthropic advising. As a rapidly growing community foundation, CFAAC is expanding its impact across the county. This position is central to advancing our planned giving and major gift strategies, building strong relationships with donors and professional advisors, and helping ensure that charitable resources are aligned with the most pressing and emerging needs of our community. The Director of Gift Planning will collaborate with a dedicated team to deepen donor engagement and support meaningful, lasting philanthropic outcomes that improve the quality of life for all Anne Arundel County residents.

The Position

The Director of Gift Planning is a relationship and fund management position at CFAAC responsible for the planning, implementation, and execution of a strategy to attract major, planned, and legacy donors to partner with CFAAC to fulfill their philanthropic and financial goals.

The Director of Gift Planning works closely with the President and CEO, and the Director of Philanthropic Resources, to expand CFAAC's relationships with current and prospective donors and professional advisors, educating them about CFAAC services and charitable giving options.

In this role, they will work to move current and prospective donors through the donor cycle including identifying, cultivating, evaluating, soliciting, and stewarding current and future major donors, planned giving prospects, and legacy donors.

Our Ideal Candidate

CFAAC's ideal Director of Gift Planning is a fundraising professional who is energized by serving as an essential member of a dynamic team and is committed to increasing philanthropy in Anne Arundel County. The successful candidate will demonstrate the following attributes, experience, and skills:

- Demonstrates a deep commitment to philanthropy and the social good
- Brings proven fundraising success with 5–7 years of experience in major gifts and planned giving, demonstrating initiative, self-motivation, and follow-through
- Exhibits technical and administrative self-sufficiency with a high attention to detail, required to maintain an effective moves management system for donor prospects
- Works effectively as part of a team and maintains a strong sensitivity to confidentiality
- Possesses excellent organizational and time-management skills
- Communicates exceptionally well, both verbally and in writing
- Demonstrates the ability and willingness to manage multiple tasks and priorities simultaneously
- Brings a congenial personality and sense of humor; is self-aware, low-drama, flexible, resourceful, emotionally intelligent, confident, self-motivated, and results-oriented
- Exercises the ability to make sound decisions and exercise good judgement
- Analyzes and revises operating practices to improve effectiveness and efficiency
- Is proficient in the Microsoft Office Suite and CRM databases
- Has prior Community Foundation experience (preferred)
- Maintains professional affiliations or certifications such as CFP, CAP, and/or CFRE (preferred)

Position Responsibilities

The Director of Gift Planning performs the following responsibilities:

Donor & Fundholder Engagement and Advisory Services

- Serve as a trusted philanthropic advisor to an assigned portfolio of donors and fundholders, supporting their charitable goals and long-term giving strategies.
- Respond promptly to inquiries from prospects, donors, and professional advisors regarding annual, major, planned, and legacy gifts.
- Oversee the establishment of new charitable funds by assisting donors in identifying philanthropic interests that align with and enhance their goals.
- Participate in all aspects of the gift cycle, including prospect identification, cultivation, solicitation, fund creation, and ongoing stewardship.
- Support donor and fundholder engagement through meaningful experiences and high-impact philanthropic outcomes.
- Draft and prepare fund agreements

Planned Giving & Professional Advisor Relations

- Develop, manage, and grow relationships with professional advisors (including attorneys, wealth advisors, accountants, and trust officers) to expand planned giving opportunities.
- Provide philanthropic advisor services through individual meetings, small group discussions, and large group presentations to educate advisors about CFAAC's charitable tools and services.
- Conduct research on donors and professional advisors.

- Maintain a high level of expertise in charitable gift planning, including state and federal tax regulations, estate planning strategies, and legal considerations.

Strategy, Planning & Organizational Leadership

- Develop and implement strategies for donor, fundholder, and professional advisor education and engagement in partnership with the President & CEO and the Director of Philanthropic Resources.
- Participate in the development of annual organizational and development plans, goals, and strategies.
- In collaboration with the President & CEO and the Director of Finance, serve as the primary liaison to legal counsel on complex or unusual gifts and update gift acceptance policies as needed.
- Employ an effective prospect management system and manage a portfolio of major and planned gift prospects to support fund growth and grantmaking capacity.

Communications, Marketing & Public Representation

- Collaborate with communications staff to develop print and digital materials describing charitable giving options for donors and professional advisors.
- Contribute content, data, reports, and proofreading to CFAAC publications and marketing materials, including impact reports, press releases, blog posts, op-eds, and other communications as appropriate.
- Represent CFAAC at meetings, events, and public forums, including those held outside of normal business hours.
- Participate in donor, fundholder, professional advisor, and legacy donor recognition events.

Community Engagement & Philanthropic Leadership

- Maintain a strong understanding of Anne Arundel County's nonprofit landscape and community needs and apply this knowledge to donor advising and relationship-building.
- Participate regularly in community activities, civic engagement, and speaking opportunities to enhance CFAAC's visibility and leadership and foster a culture of philanthropy.

The duties listed above are intended to illustrate the general nature and level of work performed in this position. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. Duties may be modified or assigned as appropriate to meet organizational needs.

Physical Demands/Work Environment

The work is performed primarily in an office setting with some local travel required. Lifting and transporting of meeting and event materials, including AV equipment, may be required from time to time.

Supervision:

The Director of Gift Planning reports to the President & CEO.

Compensation and Benefits

- Salary Range: \$90,000-\$100,000 (additional compensation possible for exceptional candidates)
- Medical Benefits: Comprehensive medical coverage with plan options designed to support employee health and wellness
- Retirement: Employer-sponsored retirement plan with organizational contributions
- Professional Development: Ongoing opportunities for professional growth, including support for continuing education, conferences, certifications, and memberships in relevant professional associations
- Paid Time Off: Generous paid time off, including vacation, sick and personal leave, and all federal holidays

CFAAC is an equal opportunity employer committed to fostering a supportive, inclusive workplace and encourages qualified candidates from diverse backgrounds to apply.

Apply via indeed:

https://www.indeed.com/viewjob?jk=b33127963a28138c&from=shareddesktop_copy