



Development Officer

Reports to: Director of Development

Position Status: Full-Time, Exempt

Salary Range: \$57,000 - \$60,000

POSITION SUMMARY

The Development Officer will be responsible for developing, cultivating, stewarding, growing and maintaining strong relationships primarily, but not exclusively, with professional advisors and their clients. The Development Officer engages individuals in charitable giving and builds the Foundation's assets by helping advisors and their clients establish new funds and bequests for The Pittsburgh Foundation (TPF) and The Community Foundation of Westmoreland County (CFWC). Outreach will be focused on, but not limited to, financial advisors, estates and trust attorneys and accounting professionals in western Pennsylvania, including, but not limited to Allegheny, Washington, Butler and Westmoreland Counties.

PRIMARY DUTIES AND RESPONSIBILITIES

- Identify and develop relationships with professional advisors, tax professionals and estate attorneys to engage their charitably minded clients through strategies and solutions for charitable giving.
- Educate professional advisor groups about the services offered through the Foundation and assist them with their client's giving both in Allegheny and Westmoreland counties (70% of time spent in Allegheny and 30% in Westmoreland, respectively).
- Conduct vigorous external relations that include education and stewardship programs such as presentations, hosting targeted events, personal contacts, written communications and promotional programs with a focus on donor prospects and professional advisors.
- Develop and implement presentations to professional and lay groups.
- Collaborate with the Development team to identify and create strategies for new lines of business for the Foundation. This includes, but is not limited to, creating new engagement opportunities to grow the referral network through hosting luncheons, happy hours or any other avenue to further network and educate our advisor networks.
- Work closely with the Finance and Investments teams to create strategies to engage and enhance the experience of Third-Party Investment Managers as well as cultivate and recruit new Third-Party Investment Managers from Pittsburgh and Westmoreland County.

- Collaborate with the Communications team to strategize outreach via the Foundation's social media channels, create educational literature for advisors and their clients and plan/host events and/or programming for outside speakers and content experts to present to advisors.
- Serve as Donor Services Representative for donors as assigned. Initiate and maintain active personal contact, written communication and other outreach to donors and their representatives so that they may properly exercise stewardship of their funds. Develop a working knowledge of the donor-advised fund grant and gift process, grant distributions, spending policy and planned giving.
- Work with the Director of Development to engage and steward donors and advisors in the strategic mission of the Foundation and CFWC.
- Create pathways for engagement of advisors and community members in Westmoreland County through ownership and recruitment for programs such as the Professional Advisor Committee, Young Professional Advisor Committee, Chartered Advisor in Philanthropy (CAP) designation program, Visionaries and any other programs as assigned by the Director of Development.
- Participate in projects to form partnerships and engage advisors and donors in the Center for Philanthropy, when appropriate.
- Operate and excel as part of a high-performing, goal-oriented team.
- Provide staff support for advisory committees as assigned, represent the Foundation at special events and execute administrative or programmatic tasks as assigned by the Director of Development.
- Participate in interdepartmental projects as assigned by the Director of Development.
- Collaborate with CFWC staff to plan and attend events as needed.

KEY SKILLS AND ABILITIES

- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
- Commitment to the Foundation's values of collaboration, trust, racial justice, community and accountability.
- Exceptional interpersonal, verbal and written communication skills; ability to be an effective public speaker; and to establish effective relationships with prospective donors, current donors, professional advisors, board members and Foundation staff members.
- Demonstrate attention to deadlines and goal-oriented attitude.
- Ability to be pleasantly persistent with external and internal stakeholders.
- Knowledge of deferred giving vehicles related to charitable giving and tax laws that impact charitable giving, personal assets and estates is preferred.
- Ability to exercise sound judgment and discretion in working with highly sensitive and confidential information and with diverse donor and prospect populations.
- Ability to work independently and develop new business opportunities, take initiative and participate as an effective team member.
- Excellent organizational skills and attention to detail.
- Flexibility in a fast-paced work environment.
- Time-sensitive responsiveness to external and internal stakeholders is expected.
- A passion for community involvement and philanthropy, an entrepreneurial spirit, experience working as part of a team, a high level of personal and professional integrity and ethics.

- Interest in and drive to further professional growth by gaining additional certifications, engaging in trainings and actively seeking out professional growth opportunities.
- Genuine interest in the western Pennsylvania community and a dedication to promoting the Foundation's mission.
- Actively participate in trainings hosted by TPF, CFWC and the Development and Donor Services team.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or equivalent experience preferred.
- Demonstrated experience in sales, planned giving, trust services, wealth management or donor-centered fundraising; experience working with professional advisors and working with financially sophisticated donors and/or high net worth individuals.
- Demonstrated experience with databases and office productivity software such as Raiser's Edge, Microsoft Office or donor/contributions databases.

TO APPLY

Interested candidates should submit resume and cover letter to jobs@pghfdn.org by Aug. 15, 2021.

No phone calls please.

**THE PITTSBURGH FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY AND INCLUSION.**

ABOUT THE PITTSBURGH FOUNDATION AND THE COMMUNITY FOUNDATION OF WESTMORELAND COUNTY

Established in 1945, the community philanthropy for the Pittsburgh region is one of the nation's oldest community foundations and is the 14th largest of more than 750 similar foundations across the United States. It set a new record for grantmaking, \$67 million, in 2020. In 1995, its affiliate, The Community Foundation of Westmoreland County (CFWC) was founded to encourage Westmoreland County residents to become philanthropists, provide grants that support a wide variety of charitable organizations, and serve as a community leader strengthening and celebrating the Westmoreland County community. Together as one community foundation, its resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and fulfilling the Foundation's mission of improving quality of life for all in the region. The Foundation currently manages about 2,500 individual donor funds and, together with its supporting organizations and CFWC, has assets of \$1.46 billion. Grantmaking benefits a broad spectrum of basic needs and development opportunities within Pittsburgh and beyond. Learn more at www.pittsburghfoundation.org.