



Position Title: Vice President of Philanthropic Services

Classification: Full-Time, Exempt

**General Description:**

The Door County Community Foundation is a collection of charitable Funds dedicated to improving the quality of life in Door County, Wisconsin. We play a key role in identifying and solving community problems by building collaborative efforts between generous people and the charities working hard to improve our County. Last fiscal year our family of charitable Funds received contributions of \$7.7 million and distributed \$5.4 million. To learn more about what we do, visit [www.GiveDoorCounty.org](http://www.GiveDoorCounty.org).

One of the most important roles of the Community Foundation is to serve as a Philanthropic Advisor. We offer counsel to generous families as they map out their charitable giving priorities and provide guidance to non-profit organizations as they seek to be more impactful.

The Community Foundation recently set forth a ten-year staffing plan in support of its ten-year strategic plan. One of the key priorities is to create a new Philanthropic Services Team, led by the new position of Vice President of Philanthropic Services. Working with an existing Donor Services Officer, this two-person team will engage with our existing family of donors, serving as philanthropic advisor by offering counsel and advice to help our donors achieve their respective philanthropic goals. The team will also administer our granting operations, including our discretionary grantmaking programs and distributions from Donor Advised Funds. As the Community Foundation continues to grow in the coming decade, we intend to add additional staff to the Philanthropic Services Team.

The Vice President will also work closely with the President & CEO, helping to speak for the Community Foundation to the leaders of local charities and Door County's donor community.

**Overall Responsibility:**

- Put simply, be flexible enough to do whatever it takes, with whomever you have to, in order to ensure that the Community Foundation fulfills its charitable mission

**Primary Program Responsibilities:**

- Provide counsel to the Community Foundation's discretionary grantmaking programs and various boards of advisors (such as the Women's Fund, Healthy Water Door County, Crime Prevention Foundation, et al)
- Facilitate the creation of, and help lead, new programmatic initiatives of the Community Foundation

#### Primary Development Responsibilities:

- Build relationships with existing donors, offering philanthropic counsel and advice where needed
- Meet with existing donors and encourage the incorporation of a gift to Door County in their estate plans
- Meet with potential donors, if needed, to facilitate the establishment of new Funds

#### Primary Administrative Responsibilities:

- Lead the Philanthropic Services Team as it administers and processes distribution of all Donor Advised Fund and discretionary grants

#### Key Competencies Required:

- A level of confidence, presence, and professionalism which commands a room
- Strategic thinking – an ability to look at how all the parts of a system work together
- Superior verbal communication skills
- Superior interpersonal skills
- Comfort initiating contact with people as yet unknown to them
- Deep understanding (or ability to quickly learn) the tax and legal aspects of all types of charitable giving
- Basic understanding (or ability to learn over time) the mechanics of planned giving tools
- Creativity to approach a challenge from differing angles and perspectives
- Ability to easily switch from an interaction with an extremely successful person to a conversation with someone struggling to make ends meet
- Comfort adapting to the newest computer technologies as they become available
- High level of personal and professional integrity and ethics
- Ability to maintain strict confidentiality of donor information
- Ability to work with others to accomplish the mission of the Community Foundation
- Willingness to have fun and enjoy their colleagues and work

#### Ideal Professional Experience:

- Experience building relationships with donors and/or clients is highly desired
- Experience envisioning and launching new community initiatives is highly desired

#### Working Relationships:

- Leads the Donor Services team, currently comprised of a Donor Services Officer
- Reports to the President & CEO
- Works collaboratively with the other professional staff of the Community Foundation

#### Schedule:

- Community Foundation's regular hours are 8:00 a.m. to 4:30 p.m., Monday to Friday
- This is a professional, salaried position more concerned with results than hours worked
- Regular meetings and events at night and on weekends are to be expected

Compensation:

- Starting salary of \$65,000 to \$80,000/annually, depending on relevant experience and amount of continuing education that will be required
- 3% matching contribution to a Simple IRA
- 100% employer paid Short-Term Disability Insurance
- 100% employer paid Long-Term Disability Insurance
- QSEHRA Qualified Small Employer Health Reimbursement Arrangement (expected to be \$445/month during 2021) to assist with the purchase of health insurance, if needed
- Paid holidays of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas
- Ten days paid vacation per year, with increases after 5 years and 10 years of service
- Five paid sick days per year

To apply, please send a cover letter explaining your interest in the position and connection with Door County (or Wisconsin, generally), a resume with salary history, and at least three professional references to:

**Bret Bicoy**  
**Door County Community Foundation**  
**222 N. 3<sup>rd</sup> Avenue**  
**Sturgeon Bay, WI 54235**  
or email [careers@givedoorcounty.org](mailto:careers@givedoorcounty.org)

- Emailed resumes are preferred
- Resumes will be accepted until the position is filled
- We will begin reviewing resumes on or about Friday, October 30
- Initial interviews are expected to occur via video conference shortly thereafter, with additional in-person interviews to follow
- Our goal is to have this new person join our professional staff in the first quarter of 2021
- No references will be contacted unless an applicant is a finalist for the position
- Applicants will be notified prior to our contacting any reference