Philanthropic Services Advisor

REPORTS TO:  Managing Director, Philanthropic Services
DATE: June 15, 2020
APPLICATIONS DUE: Open Until Filled
VISIT US ONLINE: www.seattlefoundation.org

Who Are We?

The heart and science of philanthropy
Greater Seattle is changing and growing, and so is Seattle Foundation. "The heart and science of philanthropy" is the intersection of passion and discipline to create lasting change. As the community’s foundation, our mission is to ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all. We work with more than 1,200 individuals, families, and corporations to strategically invest their philanthropic resources in ways that inspire continued giving. We also partner with philanthropic institutions, government agencies, community organizations, and businesses to catalyze positive change in our community across a range of issues.

Our organizational culture is one of engaged teamwork, where we support one another in reaching our collective and individual goals while constantly learning along the way. Our office is located in the downtown core of Seattle, however, our reach is much broader than that – we focus on Greater Seattle and the Eastside and also support donor interests across the country and around the globe. We seek individuals to join our 40+ (and growing!) team who are committed to our vision of a stronger, more vibrant community for all; collaboratively finding solutions; continually improving, and going the extra mile in service of our philanthropic partners and the broader community. We’re in the midst of an exciting evolution in our work. More information about Seattle Foundation can be found at www.seattlefoundation.org.

What’s the Opportunity?

This is an exciting position bridging the interests and passions of generous philanthropists and critical community needs and opportunities. By building relationships and making strategic connections within and outside the Foundation, the Philanthropic Services Advisor is a trusted partner to Seattle Foundation philanthropists. Our philanthropists cover the spectrum in terms of age and interests, from the established family philanthropist to younger, “new wealth” families who are eager to learn and grow in their giving. Reporting to the Managing Director of Philanthropic Services, this role is responsible for supporting an array of funds (individuals, couples, multigenerational families, non-profit agency endowments, and businesses) to ensure they receive a personal approach to philanthropy.

As a Philanthropic Advisor you will:

the heart & science of philanthropy
Serve as a personal advisor to an assigned portfolio of funds, providing world-class philanthropic advising, timely and accurate service, and fund administration.

Offer personalized consulting to assigned funds to achieve their philanthropic goals and increase aligned giving in support of organizational goals.

Manage, as part of a team and/or independently multiple projects in Donor services, fund development, and outreach to prospective donors and professional advisors.

Increase the funds available for the Foundation’s activities and discretionary Grantmaking through targeted solicitations and unrestricted gifts to Seattle Foundation’s Grantmaking programs and Civic Leadership Fund.

Facilitate philanthropist education workshops, like Giving with Impact, and plan and participate in events to raise support for the community and/or build awareness for the Foundation.

Represent the Foundation in the community at speaking engagements, professional organizations, conferences, and other community events.

Stay current in philanthropic trends and community issues, and be knowledgeable in the full spectrum of Community Leadership initiatives of the Foundation.

Provide support for special events and other donor-related special engagements.

Attend regularly scheduled Philanthropic Services, cross-department, and Foundation-wide staff meetings.

Participate in task force groups for special projects.

Given the nature of the work, the role requires flexibility for evening meetings and events.

What Are We Looking For?

Preference will be given to candidates with the knowledge and demonstrated experience in:

- BA/BS in non-profit management or related field or equivalent experience
- 7-10 years’ experience including work at a community organization in the development and/or program-related work; major gift fundraising; and corporate giving.
- Demonstrated experience with Major Gift Fundraising and Planned Giving.
- Proven experience in portfolio management including donor cultivation, solicitation, and stewardship.
- Proven record in working with high net worth individuals and multi-generational families.
- Advising donors on philanthropic trends and opportunities.
- Corporate philanthropy and corporate social responsibility.

We are also looking for:

- Strong interpersonal and relationship-building skills, with a high-quality customer-service orientation.
- Excellent written and verbal communication skills, including confidence in public speaking.
- Strong organizational and project management skills including attention to detail.
- Ability to listen, assess, and identify appropriate resources and implement solutions. Active Listening training a plus.
- Ability to work independently and collaboratively within a team in a fast-paced, evolving work environment.
- A demonstrated ability to take initiative and proactively and continually looking for ways to improve.
- A demonstrated ability to meet deadlines and be composed under pressure.
- Proficiency in Microsoft Word, Excel, Outlook, and Relational Databases; Blackbaud’s Raiser’s Edge a plus.
What Can You Expect?

A collegial work environment; a competitive salary and excellent benefits, including health insurances (medical, dental, vision, and long-term disability); a generous retirement plan match; and vacation/sick leave.

What are the Physical Demands and Working Conditions?

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

How Do I Apply?

As an equal opportunity employer, Seattle Foundation is committed to a diverse, multi-cultural work environment. Seattle Foundation does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

Please send a cover letter and resume to hr@seattlefoundation.org. The position is open until filled.