

**Aspen Community Foundation is excited to announce an opening for a new position, Chief Philanthropy Officer.** We are seeking an experienced, talented, and enthusiastic development professional to lead and champion the Foundation's philanthropic services, asset development, and fundraising efforts – managing staff and programs that provide donors and fundholders with high-quality stewardship and services to increase the impact of their philanthropy.

Aspen Community Foundation's mission is to inspire philanthropy and ignite collaborative action, leading to positive, community-led change in our region. We invest in a future where everyone from Aspen to Parachute has equitable opportunities to thrive. Our region is geographically, racially, and culturally diverse and rich in opportunity for the individuals and families who call it home. To ensure this potential is accessible to all, our team actively listens and learns about the region's challenges, connects nonprofit, philanthropic, and community leaders advancing solutions, and partners with donors and funders to catalyze community-led change.

### **The Opportunity**

The Chief Philanthropy Officer will build, lead, and manage an organization-wide strategic integration of the Foundation's community impact learning and storytelling priorities; cultivation and stewardship of new and current philanthropists; creation of increased donor education opportunities; development of the Foundation's fundraising plan; and (potential) management of future impact investing efforts. The Chief Philanthropy Officer will report directly to Aspen Community Foundation's President & CEO and serve as a member of the Strategic Leadership Team. As a senior leader, the Chief Philanthropy Officer will also work closely with Aspen Community Foundation's Board of Directors and serve as the staff liaison to the Development and Event Committees.

This position will lead a dedicated and highly talented staff with two direct reports - the Director of Philanthropic Services and the Director of Communications and Strategic Partnerships. The Chief Philanthropy Officer will help set a solid institutional vision for the Aspen Community Foundation's role in philanthropy. They will shape a philanthropic impact strategy, enabling philanthropists to do more with their giving. With this strategy, the Chief Philanthropy Officer will support donors in being community-centered and guided by the community on how to move resources to where they are needed most. The Chief Philanthropy Officer will also be responsible for aligning all fundraising efforts and is expected to plan, develop, and lead Aspen Community Foundation's overall funding and donor engagement

plan, focusing on building, cultivating, and engaging new individual, corporate, institutional funder, and investor partnerships. In addition, this role will partner with the Chief Impact Officer and Director of Communications and Strategic Partnerships to shape the parts of this strategy focused on external communications, marketing, community sponsorships, and signature events. The Chief Philanthropy Officer engages, cultivates, and solicits new business and major investments from high-net-worth individuals to increase philanthropic capital that will drive Aspen Community Foundation's visionary efforts for transformational, sustained, community-led impact. To be successful, the Chief Philanthropy Officer will need to focus on attracting the next generation of philanthropists, major donors, and prospects. Furthermore, this leader will help transform existing philanthropic relationships into collaborative, long-term investment partnerships that drive greater regional equity and opportunity.

## **Candidate Profile**

### **Inspiring and Inclusive Leader**

This leader will be an inspiring, empathetic, approachable, and inclusive leader with an infectious optimism and adept ability to lead through periods of change. They will be a lifelong learner, excellent listener, and a strong multi-generational communicator with the propensity to take initiative and be proactive. This leader will understand and deeply respect the nuances of the communities and people Aspen Community Foundation serves. They will be able to attract, cultivate, and retain a diverse team with a broad set of ideas and skills and achieve organizational impact by recognizing and leveraging individual strengths, expertise, and teamwork.

### **Expertise in Fundraising and Philanthropic Services**

The Chief Philanthropy Officer will be a results-driven, experienced leader in the development field with a measurable track record of success. This leader will ensure that all fundraising and development activities for Aspen Community Foundation are clear and in alignment with the vision and overall objectives of the Foundation. This candidate will have broad and deep knowledge of philanthropy with a proven track record of securing major gifts, managing campaigns and annual giving, and showing evidence of exceptional cultivation and stewardship. Through strong written, oral, and presentation skills, this leader will be a natural partner to Aspen Community Foundation's internal and external communities and constituencies. Finally, the Chief Philanthropy Officer will have high standards for integrity, productivity, professionalism, and cooperation in the workplace.

**Relationship Builder with Strong Emotional Intelligence**

This leader will possess highly developed interpersonal skills and emotional intelligence and be skilled at listening to and learning from a broad set of stakeholders. They will be able to develop a powerful sense of shared purpose in others and motivate donors at all levels to engage in the opportunities and challenges ahead. They will have demonstrated experience building effective relationships at multiple levels within a complex environment, including Aspen Community Foundation's external community of donors and fund holders. Experience working with diverse populations, cultures, and socioeconomic backgrounds is important to us.

**Passion for the Mission and Our Future Impact**

The Chief Philanthropy Officer will have a passion for the mission of the Foundation and the potential for future impact in supporting communities from Aspen to Parachute. They will feel a sense of ownership to accelerate change by motivating and empowering others to contribute to a shared vision and purpose. They will carry a growth mindset and model openness, humility, clarity, and accountability to colleagues.

**Qualifications, Experience, and Skills**

- Experience leading in a collaborative work environment; developing, motivating, and managing professional staff; managing strategy and budgets.
- A proven track record of partner prospect identification, cultivation, and stewardship in the realms of donors, donor-advised fundholders, nonprofit fundholders, legacy donors, and/or professional advisors.
- Experience communicating with various constituents across different platforms, issues, backgrounds, and cultures.
- Excellent written, verbal, and organizational skills, including attention to detail, strong writing and copy-editing skills, and exceptional presentation and speaking skills.
- A creative and strategic thinker who brings new ideas to systems, processes, and structures.

**Required**

- At least six years of donor services experience in a multi-faceted nonprofit or financial services organization.
- Experience managing relationships with stakeholders, working with high-net-worth individuals, major gift solicitation, wealth advising, and applying analytics to inform and evaluate targeted strategies.

- A working knowledge of charitable- and planned-giving strategies and vehicles.
- An understanding of how to strengthen organizations through endowment building and other sustainable revenue opportunities.
- An affinity for nonprofit, philanthropic, and relationship work, including donor identification, prospecting, cultivation, stewardship, and moves management.
- A deep understanding of philanthropic operations, administration, and prospect-research systems.
- Knowledge of the Aspen to Parachute community and/or rural mountain resort community, including strengths, challenges, trends, and the regional philanthropic sector.
- Understanding of the unique role of community foundations.

**Preferred**

- History of community engagement and developing/leveraging networks.
- Experience with, or understanding of, policy, regulatory, and legal matters relating to state and federal tax laws impacting donor-advised funds, community foundations, charitable giving, and/or the philanthropic sector.
- Experience with a diverse range of grantmaking processes, approaches, tools, and tactics – including Impact Investing tools such as Community Development Financial Institutions Fund (CDFI).
- One or more of the following certifications: Certified Fund Raising Executive (CRFE); Chartered Advisor in Philanthropy (CPA); 21/64.

**Salary and Benefits**

This full-time, exempt position's hiring range is \$125,000 - \$150,000. The offered salary will be commensurate with internal parity, internal salary ranges, local and national sector benchmarks, and the candidate's relevant qualifications, experience, and skills. Aspen Community Foundation offers a robust benefits package that includes employer-covered medical, dental, and vision insurance coverage, 401K match, and generous paid leave programs. Aspen Community Foundation's office is in Basalt, Colorado. The position is on site with remote working opportunities and requires some travel, mainly within the Roaring Fork and Colorado River Valley corridors.

Interested candidates can submit their resumes and cover letters by email to: [kortney@aspencommunityfoundation.org](mailto:kortney@aspencommunityfoundation.org).

This position closes on June 10<sup>th</sup>.

Aspen Community Foundation is an Equal Opportunity Employer. To learn more about ACF, please visit our website at: [www.aspencommunityfoundation.org](http://www.aspencommunityfoundation.org).