Position Title: Vice President of Philanthropy
Department: Philanthropy
Reports to: President/CEO

Position Summary
The Vice President of Philanthropy promotes philanthropic investment in the Gettysburg Foundation in order to advance the mission to preserve Gettysburg National Military Park and Eisenhower National Historic Site, and to educate the public about their significance. Together with the Foundation Board and President/CEO, and in partnership with the National Park Service, this individual works with internal and external constituencies to build lasting relationships rooted in a shared vision. The Vice President of Philanthropy will provide leadership to the philanthropy, membership and leadership program teams in a way that aligns philanthropy with the Foundation’s strategic goals.

THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Collaborating closely with the President/CEO, Board of Directors, and the Development Committee of the Board when appropriate, the VP of Philanthropy sets the philanthropic strategy and goals for the Foundation:
   a) Evaluates the effect of internal and external forces on the organization and its philanthropic mission, recommends short- and long-range funding goals, plans and programs that support the organization’s values, mission, and general objectives.
   b) Keeps informed of current development strategies as well as the general fields of management and the not-for-profit sector; informs the President/CEO, Development Committee and Board on current trends, issues, problems and activities in order to facilitate policy making. Recommends policy positions concerning Philanthropy.
   c) Develops and recommends a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.
   d) Expands and cultivates the annual giving and membership programs to ensure continued commitment through events and member communication.
   e) Establishes and recommends performance measures, monitors result and assists the President/CEO, Development Committee and Board in evaluating the effectiveness of the organization’s Philanthropy program.

2. Provides general oversight of all of the organization’s Philanthropic activities, manages day-to-day operations of the Philanthropy function and monitors adequacy of activities through coordination with staff, appropriate committees and governing body:
   a) Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
   b) Ensures establishment of and compliance with the organization’s own philanthropic principles, policies and procedures.
   c) Assures stability by creating a working environment that allows staff to grow and develop their skills and abilities while promoting a visionary management style.
   d) Promotes an environment of open communication and collaboration within the departments including regular staff meetings.
Participates actively as a member of the senior management team and fosters open communication and collaboration within the organization and among senior colleagues.

3. Designs and assures implementation of cost-effective Philanthropy, Membership and Leadership programs, while maintaining a high level of quality and solid return on investment.
   a) Assures proper planning including goal setting, strategy identification, benchmarking and evaluation to support Philanthropy.
   b) Assures sound fiscal operation of the Philanthropy function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation.
   c) Combines Philanthropy resources in such a way as to maximize quantity and quality to obtain a set of results. Assures appropriate market testing to reduce risk and assure success.
   d) Assists board members, President, other fundraising volunteers and staff in identifying, cultivating and soliciting charitable gifts.
   e) Oversee the writing of foundation, corporate and government proposals, and solicitation materials.
   f) Assures design and maintenance of donor and prospect records, gift management systems and informational reports.
   g) Assures appropriate prospect research.
   h) Assures design and implementation of cultivation, acknowledgment, and recognition programs.

4. Event Management and Fundraising
   a) Design, plan, coordinate and implement annual fundraising Gala event as well as a variety of other donor events while meeting expected financial goals.

Primary Relationships
This position reports to the President/CEO and serves as a part of the senior management team. The position supervises the Philanthropy, Membership and Leadership departments and oversees several historic sites open to the public.

Performance expectations
The individual is expected to:
- Be a competent fundraising professional.
- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Manage detailed, complex concepts and problems and make rapid decisions regarding management and Philanthropy issues.
- Plan and implement programs.
- Establish strong and appropriate relationships with the President, staff/colleagues, governing board, volunteers, donors and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management. Demonstrate initiative and work as a collaborator.
- Adhere to the highest ethical standards in management, governance and fundraising.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Expected to travel to visit donors and prospective donors.
- This is often a hands-on position, where the VP will be required to do whatever manual and menial tasks are needed.

THE DESCRIPTION ABOVE REPRESENTS THE MOST SIGNIFICANT ESSENTIAL DUTIES OF THE JOB BUT DOES NOT EXCLUDE OTHERS
EDUCATION/SPECIAL SKILLS/EXPERIENCE:

- Master's degree in history, business administration or non-profit administration plus a minimum of twenty years in Philanthropy/Development/fundraising.
- Successful execution of multi-million-dollar capital campaigns while putting in place a sustainable system for cultivating and securing philanthropic support.
- Demonstrated experience working with high-net-worth individuals and capacity to engage a dynamic nonprofit board of private and public sector leaders.
- Experience soliciting six-figure gifts from individual donors as well as securing large gifts from corporations, foundations, and government agencies.
- Experience in supervision required.
- Excellent communication skills both written and verbal/interpersonal.
- Business and strategic management ability.
- Ability and willingness to travel independently approximately up to 50% of the time.
- Demonstrated interest and passion for history and education.
- Entrepreneurial spirit, easy-going demeanor, and a sense of humor would be helpful.
- Experience in leadership training and development.

PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE:

- Ability to use office equipment
- Ability to use a computer application programs
- Ability to lift, carry, climb, sit, etc., for various events & activities
- Must be available to work evenings and/or weekends as necessary

The Gettysburg Foundation retains the discretion to add to or change the duties of the position at any time