

CHIEF PHILANTHROPY OFFICER
PACIFIC LEGAL FOUNDATION
www.pacificlegal.org

Reporting to the Chief Executive Officer, the Chief Philanthropy Officer (CPO) will work in close collaboration with the Board of Trustees and other members of the executive management team to expand current fundraising efforts, and to strategically build a comprehensive philanthropy operation, with a primary focus on expanding and improving a major gifts and planned gifts program.

The CPO will have the ability to develop new and creative approaches to increase individual giving, with particular attention to major donors, and to ensure ongoing philanthropic support from foundations and corporations which share our goals. The ideal candidate will possess proven leadership, management, and organizational skills; a strong record of securing major gifts; substantial experience working with Boards; and the energy, enthusiasm, professionalism, and communications skills to drive and achieve ambitious fundraising goals.

In addition, PLF seeks a candidate with a strong personal commitment to freedom, an understanding of the need to philanthropically engage a like-minded constituency, and to integrate our fundraising initiatives as part of the core mission of the organization. Such an affinity with PLF's substantive work will be essential in successfully developing a vision for the philanthropy operation.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Reporting to the Chief Executive Officer, the Chief Philanthropy Officer is responsible for the leadership and management of the Philanthropy Office, including individual philanthropy (major and planned gifts, direct mail appeals, internet outreach), foundation and corporate giving, special events, and Board relations. The CPO will work closely with the Chief Executive Officer, serving as a key member of the executive management team, and will help the organization grow through the solicitation of and support from the funding community throughout the nation. **S/he will oversee a staff of eight philanthropy officers.** In addition, the CPO will be responsible for our relationships with our philanthropy consultants. The Philanthropy department is also supported by the Director of Administration who manages all support staff and the Financial Services manager who specializes in Raiser's Edge.

In addition, the Chief Philanthropy Officer will:

- Provide dynamic and innovative leadership for PLF's fund raising efforts, improving upon an existing infrastructure that supports short-term and long-term goals, including a major gifts program and a planned giving program. Maintain and expand a strong financial base for the organization by strategically utilizing resources to develop, build and sustain diverse funding sources.

- Inspire and engage a group of elite donors and volunteer leaders interested in promoting political and economic freedom.
- Establish a systematic prospect research program to expand the pool of major gift probable donors. Deepen relationships with current donors while launching systematic initiatives to identify and target other individuals capable of making major financial contributions.
- Help establish and staff the Philanthropy Committees of the Board of Trustees and the National Philanthropy Council. Assist in the identification, recruitment and cultivation of Committee and NPC members who are potential Board members on a national basis, identifying key leaders with an affinity for the mission and programs of PLF; build a volunteer structure that encourages a peer-to-peer relationship model of cultivation and solicitation.
- Support the Chief Executive Officer in his role as chief spokesperson and fundraiser. Utilize key leadership's time and talents appropriately with respect to cultivation, solicitation, and stewardship efforts.
- Supervise PLF's efforts to maintain and build upon our base of private foundation support. Work with staff to develop new strategies and tailored cases for support to enhance the organization's relationships with the foundation community.
- Create new opportunities by providing insights and develop new strategies and tailored cases for support to enhance the organization's relationships with local and international corporations and other business entities when appropriate.
- Oversee implementation and follow through of all fund raising events and ensure that events are strategically positioned to improve donor relationships effectively and efficiently.
- Oversee Philanthropy Office operations, including implementing Moves Management™.
- Work with Directors of Administration and Finance to maintain appropriate gift accounting and acknowledgement, computer system operations, the tracking of gifts and grants, planned gift distributions, donor stewardship, and integration with PLF's data systems.
- Enhance communication on all levels of the organization: keeping donors and the public informed, thanked, and involved; designing and managing effective Board and staff communications; and ensuring increased giving opportunities.
- Supervise all Philanthropy Officer personnel activities, including the hiring, definition of job responsibilities, and performance review process for each officer.
- As needed, recruit and train a high-quality staff that is well prepared to meet the ongoing challenges of a fast-moving organization.
- Foster an environment that rewards new ideas and risk-taking, builds confidence, encourages teamwork, and promotes a focus on success; celebrate current achievements and set clear expectations for the future.
- Help plan and carefully manage the philanthropy budget, ensuring resources are allocated efficiently and effectively in support of PLF's mission and philanthropic achievement.

- Collaborate with the Director of Communications on all advancement-related communications and marketing activities, including print and electronic publications.
- Work collaboratively and in coordination with other department directors. Conduct effective interdepartmental communications and provide regular summaries of all philanthropy activities to PLF's Board of Trustees and executive management.

REQUIREMENTS

- An energetic, dynamic leader who has a track record of effective management and fundraising. Experience formulating and executing a successful, comprehensive fundraising program including annual campaigns, foundations grants, major giving, direct mail, and planned giving.
- Proven ability to cultivate, solicit, and steward major gifts; and lead others in doing so.
- Demonstrated mastery of and ability to apply Moves Management™ concepts as PLF utilizes them to secure major and planned gifts.
- Strong management skills, both strategic and operations, and a demonstrated ability to build, manage, mentor and motivate an effective team.
- Demonstrated ability to work effectively with a strong CEO, Board members, staff and volunteers, providing strong support and inspiring them to productive action.
- Thoughtful and creative problem solving skills.
- Excellent written, presentation and communication skills with the ability to deal with property rights and limited government issues, both directly and passionately, and translate PLF's mission and programs into fundraising initiatives that garner financial support.
- Proven ability for operational efficiency and optimal use of resources; the skills to plan, monitor and tightly manage a budget.
- Excellent staff development and management skills.
- A proven ability to gain the respect and cooperation of all interested parties, including national leaders who are lawyers and advocates for American freedoms.
- Knowledge of and familiarity with Raiser's Edge and online advocacy tools.
- A strong commitment to freedom.
- Bachelor's degree a minimum, advanced degree will be an advantage.
- Willingness to travel as needed to advance Pacific Legal Foundation.

Interested candidates should submit a résumé and a cover letter detailing their philosophical interest in the organization's mission and salary requirements to claire@talentmarket.org.