



Job Title: Philanthropy Officer
Employed By: President/CEO
Reports To: Chief Development Officer
Status: Exempt Employee
Purpose of Position: This position implements strategies to grow the Foundation's assets. The position focuses on cultivating relationships with current and prospective donors, affiliates, and professional advisors to increase major gifts and endowments. This position serves as a key knowledge source for prospects, donors, affiliates, and professional advisors.

Principal Responsibilities:

- Develops and implements plans for the identification of new donors alongside Executive Directors statewide.
- Coaches and manages touchpoints for Affiliate Executive Directors' portfolios.
- Cultivates donors, stewards fundholders and solicits major gifts
- Writes complex documents such as case statements and major gift proposals
- Implements short- and long-range strategic activities to meet asset goals
- Represents the Foundation publicly at events, speaking engagements, etc.
- Manages contacts within the Foundation's database and records
- Works with affiliate executive directors and development team to implement asset goals
- Provides assistance and training to affiliates for local development efforts
- Prepares reports and other materials as requested

Knowledge, Skills, and Abilities Required:

- Minimum three years' experience in nonprofit development or business acquisition with demonstrated success
- Self-motivated and energetic thinker
- Highly-developed people skills with ability to interact with people of diverse backgrounds and perspectives
- Excellent written and oral communication skills
- Excellent organizational and multitasking skills with attention to and ability to meet deadlines
- Effective judgment and capability to work independently based on directives
- Customer service oriented with high level of discretion
- Strong work ethic and an unquestioned reputation for honesty and integrity



Salary Range - Salary range is \$62,000-\$67,000 based on experience and demonstrated success.

To Apply - Please email a cover letter and resume to lroberts@arcf.org with "Philanthropy Officer" in the subject line by July 10, 2026.