



Job Title:	Affiliate Philanthropy Manager
Employed By:	President/CEO
Reports To:	Senior Philanthropy Director
Status:	Regular Exempt Employee
Purpose of Position:	The Affiliate Philanthropy manager serves as the primary liaison between the Philanthropy department and the Community Foundation affiliates, providing strategic philanthropic support to affiliate Executive Directors and affiliate Boards. This position helps affiliates advance philanthropic and fund development goals through tailored strategies, training, resources, and connections to State office expertise, with particular attention to smaller affiliates. Works collaboratively across teams to strengthen affiliate development and advance the mission of Arkansas Community Foundation.

Principal Responsibilities:

Affiliate Development & Support

- Serve as the primary point of contact for affiliate Executive Directors and affiliate Boards regarding philanthropy and fund development support.
- Develop an understanding of each affiliate's fund development goals and create strategies, resources, and support tailored to their needs.
- Advise affiliates on donor cultivation, stewardship, major gifts, planned giving, professional advisor outreach, and other philanthropic opportunities.
- Coordinate philanthropy specific training and educational opportunities that strengthen affiliate staff and Board development skills and capacity.
- Ensure smaller affiliates receive consistent access to philanthropic resources, expertise, and support.
- Monitor affiliate philanthropic activity and identify opportunities for additional support, collaboration, or intervention.

Relationship Management & Coordination

- Build and maintain strong relationships with affiliate Executive Directors, affiliate Board members as it relates to philanthropic activity and goals.
- Connect affiliates with appropriate members of the Philanthropy Team and Community Foundation resources to advance their fund development goals.
- Serve as a liaison between the Philanthropy Team and the Program/Affiliate Team to ensure coordinated and effective affiliate support.



- Facilitate the sharing of philanthropic resources, ideas, and best practices among affiliates and across the Foundation.
- In coordination with the affiliate/programs team, represent the Foundation at affiliate meetings, Board meetings, community events, and other activities as appropriate.

Strategy & Team Collaboration

- Develop and coordinate statewide resources, tools, and initiatives that support Affiliate fund development and philanthropic growth.
- Encourage effective and consistent fund development and stewardship practices while recognizing the unique needs of individual communities.
- Track affiliate fund development goals, activities, and outcomes and prepare reports for the Chief Development Officer and Foundation leadership as requested.
- Collaborate with Communications and other departments on affiliate fund development materials, communications, events and initiatives.
- Actively participate as a member of the Philanthropy Team, Foundation staff meetings, and cross-team projects.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Commitment to the mission and vision of Arkansas Community Foundation.
- Strong relationship-building, communication, presentation, and facilitation skills. Knowledge of nonprofit development, philanthropy, donor engagement, and Board development.
- Ability to assess needs and develop practical strategies, resources, and training. Strong organizational and project management skills, with ability to manage competing priorities.
- Ability to work independently and collaboratively across teams and geographic regions.
- Understanding of the unique needs and characteristics of diverse communities across Arkansas.
- Self-motivated, adaptable, professional, and committed to high ethical standards.

TO APPLY

- send a cover letter, resume, and 3 professional references to: clong@arcf.org.

SALARY RANGE

- \$65,000-70,000