



## **PHILANTHROPY OFFICER – Meet New People Every Day**

Do you believe that everyone can be a philanthropist? If so, then welcome to the Chester County Community Foundation (CCCF). We make an impact because of caring individuals whose generosity makes charitable legacy grants possible.

### **Position Summary**

The Philanthropy Planning Officer plays a key role in advancing the Community Foundation’s mission by building meaningful relationships with donors, professional advisors, and community partners. This position stewards and engages assigned donor-advised and legacy funds, guiding donors in achieving their charitable goals, and supports the creation of new endowed funds. The Philanthropy Planning Officer collaborates across the organization to deliver exceptional donor experiences, support informed grantmaking, and strengthen long-term philanthropic impact in the community.

- Manage Donor-Advised Fund Relationships:** Serve as the primary liaison for assigned fund advisors, building strong relationships through proactive outreach, personalized engagement, and ongoing stewardship.
- Provide Donor-Centered Support & Reporting:** Prepare and deliver customized philanthropy reports, insights, and communications to help fund donors align their giving with community needs and personal philanthropic goals.
- Facilitate Strategic Grantmaking:** Support fund advisors in effective, informed grantmaking by coordinating site visits, organizing family philanthropy meetings, conducting research, and promoting best practices in Smart Grantmaking
- Ensure Effective Fund Administration & Stewardship:** Support grant processing, fund agreements, and compliance with policies; coordinate with internal teams to ensure accurate documentation and seamless fund operations.
- Advance Legacy Giving** discussions with fund advisors about planned giving, bequests, and legacy philanthropy, serving as a trusted resource on charitable giving options.
- Engage Professional Advisors:** Develop and maintain relationships with estate planning attorneys, CPAs, and financial advisors; coordinate outreach, events, and educational opportunities to strengthen advisor partnerships.
- Lead Donor & Advisor Outreach Initiatives:** Collaborate on marketing and communications efforts—including events, presentations, and publications—to expand awareness and engagement with the foundation.
- Drive New Fund Development:** Identify, research, and cultivate prospective donors and partners to establish new endowed and donor-advised funds; guide prospects through fund creation and onboarding.
- Collaborate Across the Organization:** Partner with leadership, marketing, finance, and program staff to align donor engagement, community knowledge, and philanthropic strategy.

The Chester County Community Foundation connects people who care with causes that matter, so their legacy philanthropy makes a difference now and forever. With over 400 entrusted funds, we have a robust program of personal visits to proactively cultivate deeper relationships and to discuss charitable priorities, charitable desires, and gift planning ideas with those whose funds we hold in trust.

### **Preference is given to candidates with:**

- College degree along with credentials in major and planned gift fundraising, accounting, financial planning and/or charitable estate planning; evidenced by strong knowledge of planned giving vehicles, and charitable giving tax and legal considerations
- At least 5 years of professional experience in successful relationship management with high net-worth individuals
- Demonstrated ability to ask questions that advance sensitive conversations with varied constituents

- Polished communicator with outstanding written, verbal and presentation skills; shares complex qualitative and quantitative information clearly, attractively and efficiently; data-driven and heart-led
- A can-do attitude, proven ability to develop and implement solutions, and stellar follow-up and follow-through skills
- Exceptional project management and implementation track record
- Adept computer skills, including generating and analyzing spreadsheets and database reports; alacrity with Customer Relations Management databases.

If all of this describes you, please apply. This full-time position works from our historic Lincoln Building headquarters in West Chester PA, drives to meetings throughout Chester County, and remotes from home. The salary for this position ranges from \$85-95,000 and includes a full benefits package with comprehensive medical and dental coverage, 401(k) match, professional development opportunities, and a generous holiday and paid leave policy.

**To Apply:**

Please e-mail cover letter, resume with LinkedIn URL, salary requirements, availability to commence employment, to [hiring@chescocf.org](mailto: hiring@chescocf.org) or <https://www.indeed.com/job/philanthropy-planning-officer-c282f16a1fbcc8df>. Applications will be considered as they are received, and the position may be filled at any time.