Position Specification

Marin Community Foundation
Chief Philanthropy Officer
Our Client

The Marin Community Foundation (MCF) was founded with one simple aspiration: to make a difference in the lives of others through thoughtful, effective philanthropy. The mission of MCF is to encourage and apply philanthropic contributions to help improve the human condition, embrace diversity, promote a humane and democratic society, and enhance the community’s quality of life, now and for future generations by.

- Making grants to support community issues in Marin County and, through the generosity of our donors, throughout the greater San Francisco Bay Area and beyond.
- Encouraging individuals and families to partner with us to fulfil their financial and charitable goals.
- Educating the community on pressing needs and the organizations addressing them.
- Convening people to work on community problems.
- Encouraging greater community involvement.

Values

- **Courage**: We take action to stand for our mission, our colleagues, and the people we serve.
- **Diversity, Equity & Inclusion (DEI)**: We have a responsibility to ensure diversity of voice, equity of opportunity and inclusive participation.
- **Innovation**: We collaborate to develop bold new ideas; we test, learn and adapt; we celebrate successes.
- **Integrity**: We are honest, direct and hold ourselves accountable for our actions.
- **Mutual Respect**: We bring humility, empathy and positivity to every interaction.

With its 35th year now underway, the Marin Community Foundation is poised for growth in its funds, its reach and its impact. The members of the MCF Board of Directors, the BFF Board of Trustees, the President and staff are honored and grateful to be in a position of such fundamental trust in this community, across the country and around the world.

For more information, please refer to the MCF website: [www.marincf.org](http://www.marincf.org)

The Role

The Chief Philanthropy Officer (CPO) has a rare opportunity to take Marin Community Foundation (MCF) to a new level of philanthropic impact in the Bay Area. MCF is seeking a skilled and nimble executive who will build upon the current legacy of MCF while leveraging a growing donor base in one of the wealthiest, most philanthropically dynamic regions in the world. The CPO will bring leadership and acumen to the development and client service teams.

Reporting to and partnering with the President and Chief Executive Officer, the CPO sets strategy and oversees all fund development and donor engagement functions and processes for MCF. As a member of the Executive Committee, the CPO also has a leadership role in addressing issues including but not limited to organizational change, building a healthy organizational culture, and governance. MCF thrives through a culture of internal collaboration, and this individual’s leadership must exhibit a strong skill set in this area. This individual will also serve as a vocal champion for the racial equity and community strategies of MCF.
The CPO will partner with the Philanthropic Advising and The Family Office of Philanthropy teams, to evaluate existing and new methods of donor engagement, cultivation, communication, and engagement to ensure that current and prospective donors are informed and connected to the Foundation’s mission, work, goals and accomplishments.

The Chief Philanthropy Officer will help drive the Foundation’s culture, planning strategy, staff structure, effective track record of engaging clients, and equity, diversity, and inclusion initiatives. This person will bring commitment, ideas, and energy to the Foundation’s work on diversity in its workforce, donor base, and broader community. It is paramount to the Marin Community Foundation, that the successful candidate has absolute commitment and passion to racial and economic justice, and towards realizing a community that achieves fundamental fairness and equity for all. They must have a deep and proven belief in the need to serve and give voice to under-resourced populations. The successful candidate will have demonstrated experience working with diverse communities and a strong commitment to these values.

Key responsibilities for this role include:

**Strategic Vision and Execution**
- Partner with the CEO to help build the business model and execute strategies for engagement with prospect/donor cultivation and solicitation
- Develop a clear departmental strategy and goals that are bold and achievable, while also aligned with the MCF strategic plan
- Deliver sophisticated understanding of the mechanics, best practices, and trends in charitable giving and philanthropy, including the acceptance of complex assets, philanthropic advising, grant making, impact investing and collaborative giving
- Able to bring a high level of systems management and efficiency
- Supervise the development team, encouraging and nurturing their potential with strong leadership and opportunities for professional development
- Lead the Marin Community Foundation in building on its impact by increasing assets and attracting a broader diversity of high net-worth and next generation clients

**Inspiring Leadership and Advanced Understanding of Racial Equity**
- Advocate strategically on issues of equity and access for all, with a commitment to a world that achieves fundamental fairness and equity
- Act as an inspirational leader motivating staff, clients, civic and business leaders and other key stakeholders
- Have a proven and tangible commitment to Equity, Diversity and Inclusion and integrate and model best practices
- Collaborate effectively with internal leadership and all departments within the organization

**Donor Stewardship and Philanthropic Advising**
- Ensure an excellent donor experience that is streamlined empowering, and impactful
- Oversee the implementation of effective technological and internal systems that supports charitable giving and donor engagement
- Collaborate with the philanthropic advising team to develop and implement effective donor engagement strategies
- Inspire giving in alignment with the MCF equity agenda
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- Lead and represent MCF in the most complex donor engagements, advising clients and their financial advisors
- Oversee the cultivation of trusting relationships with financial advisors and the MCF’s clients

Fund Development and Philanthropic Planning

- Continually exploring new trends and new strategies in philanthropic planning with a view to enhancing the MCF donor offerings
- Inspire and influence a fast-paced and highly motivated development team, encouraging and nurturing their potential with strong leadership and opportunities for professional development

Candidate Profile

The CPO will establish a sense of deep connectivity with diverse fund holders, many of whom have a strong philanthropic commitment inside and outside the Bay Area. This executive will be a highly strategic and dynamic individual able to energize donors and staff around its mission. They will possess the credibility, experience, and leadership skills necessary to establish a culture of collaboration with other leaders throughout the Foundation. Above all, the Chief Philanthropy Officer will have unquestioned judgment and ethical standards, and a demonstrated commitment to diversity, equity and inclusion.

The ideal candidate is a collaborative individual with a passion for MCF’s mission. They will possess the experience and leadership skills necessary to establish a culture of equitable philanthropy throughout the organization, and to align the MCF’s development plan to its strategic goals.

In terms of the performance and personal competencies required for the position, we would highlight the following:

- Proven track record in leading a department of 15 people or more, including business development professionals.
- Significant experience with the creation of donor stewardship and donor service strategies.
- Proven ability to recruit, mentor, lead, and develop high-performing, diverse teams.
- Demonstrated ability to strategically partner with institutional leaders in the development of transformative gift ideas while also managing a development program designed to build lifelong donor relationships.
- Strong analytical mindset and uses data to support thinking and decision-making.
- Flexibility to create nuanced plans and objectives that adapt to the situation and/or partners at hand, while bringing to life an inspirational future for the organization as a whole.
- A demonstrated commitment to personally oppose injustice and work toward inclusion and equity.
- Ability to link the work of MCF to the interests of donor and prospective donors; articulate forward-thinking strategies and compelling stories that inspire and motivate constituencies to achieve ambitious giving goals.
- Significant experience with development systems and process; successful track record of utilizing CRM platforms and other technology effectively.
- The personal inclination and professional ability to be a positive and unifying figure who can lead by influence and example in order to create an integrated culture within the Department and across the Foundation.
- Adept at establishing trust and strong relationships with internal and external constituents by demonstrating sound judgment, strategic thinking, clear communication and high emotional intelligence. Builds genuine,
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productive relationships with others both inside and outside the organization, demonstrating strong emotional intelligence.

▪ Supportive consensus builder and active listener.

▪ Confident, self-aware and humble, with a sense of humor and the strength and confidence to delegate effectively while leading broadly.

Contact

Russell Reynolds Associates has been exclusively retained for this search and prospective candidates are invited to contact Russell Reynolds Associates directly. All inquiries and discussions will be considered strictly confidential.

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