

GULF COAST COMMUNITY FOUNDATION

Together with our donors, our team boldly and proactively transforms our region – and you can, too. For over 25 years, Gulf Coast Community Foundation (Gulf Coast) has partnered with generous donors, dedicated community partners, and an innovative team of talented employees who are empowered to identify needs in our community and lead strategic efforts to transform them. Gulf Coast is headquartered in Venice, FL and has a Philanthropy Center in Sarasota, FL. The foundation has granted over \$510 million in health and human services, civic and economic development, education, arts and culture, and the environment. Gulf Coast was named one of the "Best Nonprofits To Work For" nationally. To learn more visit GulfCoastCF.org and follow us on Facebook at [@GulfCoastCommFnd](https://www.facebook.com/GulfCoastCommFnd).

Job Description: Philanthropic Advisor

Reports to: Director of Philanthropic Partnerships

Status: Full-time, Exempt, Salaried

Salary Range: \$78,000-\$118,000

To Apply: Send resume to: jointheteam@gulfcoastcf.org

The **Philanthropic Advisor** serves as a valued contributor to the Philanthropic Team and is responsible for furthering Gulf Coast's strategy of maximizing the philanthropic potential of each donor by engaging them in our work and community. Specifically, the Philanthropic Advisor will identify and cultivate connections with new donors, steward relationships with existing donors, and build strong partnerships with legal and financial advisors.

Essential duties and responsibilities

Include but are not limited to the following:

- Identify, cultivate, and grow relationships with a portfolio of donors and potential donors
- Build and expand referral relationships with estate and financial planning professionals and firms
- Assist in planning intermediary, donor recognition, and donor cultivation events
- Coordinate suggestions for planned giving vehicles with prospects and their advisors in order to meet their estate, financial, and charitable planning goals
- Advise donors on philanthropic opportunities that align with their focus areas
- Execute presentation meetings at professional advisory firms
- Maintain a high level of expertise regarding state and federal taxes, gift and estate giving methods and the legal aspects of charitable giving
- Represent Gulf Coast at functions in the evenings and on weekends as appropriate

Qualifications

- Accurate, intelligent, strategic-thinker.
- Self-motivated and able to make solid and well-thought-out business decisions.
- Ability to understand and communicate the broad goals of Gulf Coast while remaining focused on the detail-oriented work and follow-through.
- Demonstrated experience working in a fast-paced environment.

- Ability to work well independently and within a multi-disciplinary team environment and manage multiple projects and priorities.
- Commitment to the highest standards of service to internal and external customers.
- Ability to recognize confidential information and to handle appropriately.
- Demonstrated ability to develop and maintain relationships with a wide variety of donors, community leaders, and professional advisors.
- Demonstrated expertise and ability to communicate financial aspects, implications, and benefits of a variety of gift instruments.
- Demonstrated expertise and abilities in the use of software programs, e.g. word processing, spreadsheet applications, presentation software, and database applications.
- Enthusiastically live the mission, “Together with our donors, we transform our region through bold and proactive philanthropy”; vision, “We envision thriving communities with opportunities for all”; and values “Integrity, Leadership, Collaboration, and Excellence” of Gulf Coast Community Foundation.

Education Requirements

- Bachelor’s degree

Experience Requirements

- Minimum of three years of experience in planned giving where responsibilities included cultivating, soliciting, and closing planned and/or major gifts

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time
- Occasional walking, pushing, pulling, lifting, exerting over 10 pounds of force and recurrent repetitive motion (such as typing) are involved in performing this role

Working Conditions

- The employee is not substantially exposed to adverse environmental conditions
- Events may take place off-site and may necessitate exposure to weather elements
- Ability to work remotely and from multiple locations as needed

WHY WORK AT GULF COAST COMMUNITY FOUNDATION?

EXPERIENCE – We are empowered to deliver an exceptional (+1) experience to our donors, nonprofit and community partners, Board of Directors, and colleagues. Our mission is Together with our donors, we transform our region through bold and proactive philanthropy.

WORKPLACE– Our hybrid workplace, digital communications, and open office space encourages interaction, communication, and collaboration. We create intentional opportunities for our team to connect to foster transparency, collaboration, and sharing of information.

CULTURE – Our cohesive culture is sustained through our high-trust environment where employees are encouraged to identify and develop knowledge and skills, take measured risks, and push boldly into the future. Our values are Integrity, Leadership, Collaboration, and Excellence.

TECHNOLOGY – We have integrated advanced technology and provide employees with the tools needed to succeed while working in a hybrid environment.

EXCELLENT AND AFFORDABLE STAFF BENEFITS

- **HYBRID WORK MODEL** that is highly collaborative and supportive of work-life balance
- **No-Cost Employee Health Insurance, Eligible for coverage on Day One** – PPO or HMO (with FSA), or HDHP (with HSA) or \$756.44 monthly allowance if externally insured (proof required); affordable dependent coverage offered with employer contribution toward total cost
- **No-Cost** telemedicine for our employees and their families
- **No-Cost** dental coverage for employees and their families with rollover benefits
- **No-Cost** Life, AD&D, Short-Term and Long-Term disability insurances
- Low-Cost vision coverage for employees and their dependents
- Low-Cost pet care discount plan
- Monthly allowance of \$150.00 toward cell phone utilization
- Travel and mileage reimbursement for work-related activities
- Health and wellness discount programs
- Supplemental insurances offered by Colonial
- **SUBSTANTIAL LEAVE TIME** including **200 hours (or 25 days) of PTO annually**, no waiting period (prorated for the current year), with rollover eligibility, **12 full-day and 2 half-day paid holidays**, modified medical and family leave, paid family leave, paid time off to vote and for poll volunteers
- **EXCEPTIONAL 401K PLAN**
 - **4% employer match** after 90 days; + discretionary contribution of up to an additional 5% following completion of 12 months of continuous employment
- **STAFF AND ORGANIZATIONAL DEVELOPMENT INVESTMENTS**
 - Staff retreats and team building events and off-site staff celebrations and family gatherings
 - Opportunities for ongoing training and development opportunities (conferences and/or trainings)
- **FREE AND CONFIDENTIAL** employee assistance program that offers employees and dependents a variety of tools, resources, and services to support their health, goals, and overall well-being

About the area: Gulf Coast is headquartered in Venice, Florida and our Philanthropy Center is in downtown Sarasota, Florida, both in Sarasota County. Sarasota County is on Florida's West coast, with miles of beautiful beaches along the Gulf of Mexico. Along with our beautiful beaches, no state income tax, and rapidly growing population, the area provides an idyllic opportunity to live and work in paradise.