



Director of Philanthropy

Reports to: President & CEO
Position type: Full-time, exempt
Location: Olympia, WA
Salary: \$90,000–\$115,000

About the Community Foundation of South Puget Sound

The Community Foundation of South Puget Sound is dedicated to growing a lasting culture of generosity and well-being across Lewis, Mason, and Thurston counties through connection, leadership, and investment. We work to achieve our vision of a region where everyone has the opportunity to thrive in communities that are sustainable, equitable, and resilient.

Since its founding in 1989, the Community Foundation has grown to steward more than \$49 million in charitable assets and has awarded more than \$32 million in grants and scholarships, supporting causes and organizations that strengthen our community. Learn more about our work at www.thecommunityfoundation.com.

The Role

The Director of Philanthropy is a newly created senior leadership role responsible for advancing philanthropic growth across the South Puget Sound. Reporting to the President & CEO, this is a rare opportunity to help shape the future of philanthropy in the region by leading the Foundation's development strategy, building the systems and relationships that support long-term revenue growth, and partnering closely with donors seeking to meaningfully invest in the future of Lewis, Mason, and Thurston counties.

This role serves as a philanthropic advisor, helping donors clarify their values, learn about emerging community challenges, and transform charitable giving into long-term philanthropic partnerships that advance community-led change across the South Puget Sound. This is a highly relational, externally facing role for a seasoned professional who is energized by building donor relationships, shaping philanthropic vision, and securing significant gifts.

The Director also advances a core organizational priority of mobilizing resources by generating new funds and growing assets under management, while also raising programmatic, unrestricted, and operating support that enables the Foundation to support important community work and deliver on its strategic priorities and community leadership role.

Core Responsibilities

Philanthropic Advising & Donor Engagement

- Build and steward relationships with donors and help them see the impact of their giving
- Help donors clarify values, deepen understanding of community issues, and connect their generosity to meaningful action
- Design and manage donor learning opportunities, including site visits, briefings, and other events that strengthen long-term engagement and philanthropic impact



Mobilize Resources for Community Impact

- Lead major gift fundraising and strategy for Foundation programs and initiatives
- Translate community priorities, pilot efforts, and emerging challenges into compelling cases for philanthropic investment
- Support gifts that respond to time-sensitive or high-impact community needs

Grow Long-Term Philanthropic Investment

- Build and steward a portfolio of donors and prospects who are prepared to make significant, long-term investments in the future of the South Puget Sound
- Generate new donor-advised, agency, designated, scholarship, and community grantmaking funds
- Expand contributions to existing funds and convert episodic giving into sustained philanthropic partnerships

Advance Legacy & Planned Giving Growth

- Expand the Foundation's Legacy Circle and cultivate bequest and beneficiary-designation commitments
- Serve as a trusted guide to donors exploring long-term philanthropic planning
- Partner with the President & CEO and Philanthropy & Communications Officer to strengthen the Foundation's legacy giving efforts

Build Strategic Partnerships

- Cultivate relationships with professional advisors, in collaboration with the President & CEO and Board of Directors
- Position the Community Foundation as a trusted partner for advisors supporting charitable clients
- Represent the Foundation in select community, donor, and professional settings

Organizational Leadership & Collaboration

- This role will not initially supervise staff but carries a high expectation of leadership through collaboration and influence. The Director will work in close partnership with the Philanthropy & Communications Officer and other team members to ensure donor strategy, communications, stewardship, and engagement systems are well aligned. As the organization grows, this position may assume supervisory responsibilities.
- Partner closely with Finance & Operations to ensure accurate fund set-up, gift processing, reporting, and stewardship practices that support strong donor trust and compliance
- Partner with Program and Engagement staff to bring community insight into donor conversations
- Serve as a thought partner to the President & CEO in shaping the Foundation's long-term philanthropic strategy
- Provide strategic support to Board members, including staffing the Engagement Committee, to advance donor relationships through education, coordinated outreach, and referral management



- Maintain accurate and timely donor and fund records to support relationship management, reporting, and compliance
- Contribute to the effective administration of the development function by ensuring timely documentation, clear reporting, and shared understanding of donor engagement priorities and next steps

Qualifications

- 7+ years of experience in major and/or planned giving, philanthropic advising, or senior-level development roles or similar roles with responsibility for securing significant financial or philanthropic commitments
- Demonstrated success building long-term relationships and closing complex or high-value commitments or partnerships
- Proven ability to build and manage a donor portfolio, develop pipelines, and use moves-management principles or comparable systems
- Ability to set goals, track progress, and deliver results in a complex, evolving environment, with comfort navigating ambiguity and adjusting strategy as needed
- Comfort working with professional advisors, high-net-worth individuals, and complex gift scenarios
- Demonstrated ability to manage competing priorities, maintain strong follow-through, and operate with exceptional attention to detail in a complex, deadline-driven environment
- Experience using donor CRM systems, with the ability to quickly learn and effectively use CommunitySuite (Foundant Technologies)
- High discretion, judgment, and professionalism
- A deep commitment to the Community Foundation's mission and strong alignment with the organization's values

Preferred but not required:

- Experience in community foundations, philanthropic advising, trust or private client services, or related environments
- Familiarity with donor-advised funds, designated and agency funds, endowment or legacy giving strategies
- Experience supervising or mentoring staff and contributing to team development
- Experience collaborating with attorneys, financial planners, CPAs, and wealth advisors
- Relevant professional certification (CAP, IPA, CFRE or similar) valued but not required

We believe valuable experience comes in many forms. If your background doesn't match every qualification listed, we still encourage you to apply and share how your skills and experience could support our work.

We are committed to building an organization that truly embodies the diverse experiences of our South Puget Sound communities. We strongly encourage applications from people of color; immigrant, bilingual, and multicultural individuals; people with disabilities; members of the LGBTQ+ community; and people with other diverse backgrounds and lived experiences.



Work Environment & Expectations

Because this role is built around deep community relationships, presence and accessibility are essential to success.

- This position requires a consistent, in-person presence in the South Puget Sound region to build and steward relationships with donors, community leaders, and professional advisors.
- Work is performed in both office settings and in the community, including public and private meeting environments.
- The role requires the ability to independently and regularly travel within the region to attend meetings and events.
- A minimum expectation of two days per week working in the office is required, with the understanding that this role is primarily community-facing and will involve in-person meetings four or more days per week.
- Availability for occasional evenings or community events is required.
- Occasional regional and national travel for conferences, professional development, and philanthropic convenings is expected.

Benefits

Health insurance, employer-paid retirement plan after 1 year, paid sick leave, vacation, and holidays.

To Apply:

To apply for this position, please submit your resume and cover letter to Mindie Reule, President & CEO, at mindie@thecommunityfoundation.com. Please include "Director of Philanthropy" in the subject line; materials in PDF form are preferred. Priority consideration will be given to applications received by February 17, 2026; the position will remain until filled.