



# HISTORIC CHARLESTON FOUNDATION

POSITION ANNOUNCEMENT  
**CHIEF PHILANTHROPY OFFICER**  
CHARLESTON, SOUTH CAROLINA



## **The Opportunity | *Historic Charleston Foundation***

Located in Charleston, SC, consistently ranked as a top travel destination and a highly desirable place to live and work, Historic Charleston Foundation (HCF) is an independent nonprofit that champions the historic authenticity, cultural character, and livability of the Charleston region through advocacy, stewardship, and community engagement.

The Foundation will celebrate its 75th Anniversary next year, and completed a multi-million-dollar capital campaign a few years ago. The organization's President and CEO is a well-known preservationist with vision and significant preservation and urban planning experience. With this executive leadership in place and a talented and motivated Board of Trustees, the organization is poised to rise to the next level.

A preservation organization with national renown, HCF is a leader in the national preservation movement through creative programming and advocacy. HCF was the first organization in the country to create a revolving fund to actively purchase and protect endangered historic structures. It has successfully executed revitalization programs of entire neighborhoods and proactively engages in community issues such as growth management, balancing tourism with livability and the threat of coastal flooding.



## **The Community | *Charleston, SC***

Charleston, South Carolina is a port city founded in 1670. The city is characterized by its rich history, steeped in tradition with a strong adherence to preservation, while also dynamic, evolving and growing—making the mission and impact of HCF all the more important. Not only is Charleston the

oldest city in South Carolina, it has been dubbed “The World’s Best City” by Travel + Leisure Magazine for several years. It is world renowned for its history, architecture, cultural offerings, coastal environment, and outstanding restaurants. Charleston is part of a vibrant tri-county area of over 700,000 yet retains the charm of a small coastal city.

Charleston’s prosperity has been supported historically by the Port of Charleston, among the most active shipping centers in the nation. In recent years, the local economy has been ignited by the aerospace industry and technology innovation, particularly in computer engineering and biomedical technology.

## **Position and Leadership Statement | Chief Philanthropy Officer**

Historic Charleston Foundation (HCF) is seeking a results-oriented, high-achieving, creative and entrepreneurial Chief Philanthropy Officer (CPO) to help achieve and grow the funding goals of the organization. This individual will have the personal characteristics necessary to focus, motivate, and inspire professional staff and to attract and cultivate donor prospects. The CPO will work with the President & CEO to create and implement a long-term growth plan for individual, corporate, and major giving. This position will be responsible for the oversight of donor pipelines, devising strategies for identifying and cultivating prospective donors, briefings and solicitations, and stewardship. This position will oversee the development team on other major initiatives including data management, sponsorships, mass market fundraising and special events.

The position reports to the President & CEO and will also work with members of the Board of Trustees, National Advisory Council, and the Executive Committee of the Board.

## **Essential Duties and Responsibilities**

- Develop and deliver upon a comprehensive and impactful development and stewardship plan.
- Prepare and mobilize the Board of Trustees and staff for their roles in donor relations.
- Maximize board and staff strengths and networks to create a collaborative culture of philanthropy.
- Expand stewardship operations to enhance and foster growth in giving and support.
- Produce and implement strategic development plans and programs to support organizational funding objectives.
- Increase giving from past, current, and future donors to reach and surpass fundraising goals.
- Build strong and mutually beneficial relationships with all institutional stakeholders.
- Plan and execute a broad donor cultivation agenda with an emphasis on donor engagement.
- Expand existing major gifts and planned giving programs.
- Identify and cultivate sponsorship opportunities for special events and general support.
- Plan/manage special events as part of a broader cultivation and donor engagement strategy.
- Manage the National Advisory Council.
- Represent the Development Department at public functions, Board of Trustees meetings and special events as appropriate.

- Develop and manage Development Department staff to meet organizational needs.
- Determine and manage departmental budgets, funding targets and planning.
- Collaborate with the Marketing and Communications team to create effective and strategically timed collateral materials and correspondence for development needs.

All members of the staff of Historic Charleston Foundation are called on, from time to time, to support cooperative Foundation programs that are held after normal working hours and on weekends and to assist with projects that may lie outside their primary areas of responsibility.



## Qualities and Qualifications

The Chief Philanthropy Officer will be a visionary, dynamic, creative leader with the personal characteristics necessary to focus, motivate, and inspire board and staff to attract and cultivate donor prospects at all levels. In addition, the ideal candidate will possess:

- A bachelor's degree, with a master's degree or higher educational attainment preferred.
- A minimum of five years of demonstrated achievement in a philanthropic leadership role.
- A strong record of significant achievement in major, planned, and principal gift fundraising.
- Expertise in executing fundraising campaigns and activities, including the annual fund, major gifts, planned giving, grants, sponsorships, donor cultivation and stewardship.
- A passion for historic preservation.
- A substantial history of closing large gifts.
- Proven success in building productive, long-term relationships with donors.
- Knowledge of philanthropic branding, positioning, and communications delivery.
- Ability to lead/facilitate strategic planning as it relates to identifying funding needs and building a comprehensive philanthropy program to serve the organization's mission, vision, and goals.
- Professional skills in preparing and presenting proposals.
- A steady temperament, outgoing personality, high energy level, and good sense of humor.
- Exceptional oral and written communications skills.

- A collaborative, team-oriented style with the ability to organize, manage, and motivate staff and donors effectively.
- Resourcefulness, creativity, and tenacity to meet goals and desired outcomes.
- Proficiency with fundraising software, data management systems and Microsoft Office.

### **To Apply**

Historic Charleston Foundation has retained Capital Development Services to assist with professional recruitment. **Nominations, expressions of interest, and applications can be submitted via email to [searchservices@capdev.com](mailto:searchservices@capdev.com) or [online here](#).**

Candidates should include **a cover letter, a resume, and a list of three references**. All material will be confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.