

**Manager of Philanthropic Services, Major Funds**  
**Central Indiana Community Foundation**

If you've always wanted to find a place where you are surrounded by people as intelligent, dedicated, and passionate about the transformative power of philanthropy as you are, then welcome to Central Indiana Community Foundation (CICF).

**Job Description/Duties**

This newly created position will join the Philanthropic Services team to provide high level support to approximately 10 of CICF's largest and most important charitable funds and the individuals and families that run them. The highly organized, out-going, client-centered incumbent will coordinate projects and administrative functions for CICF staff who are the lead relationship managers to these fund advisors. It is an executive-level support role that demands superior communication skills, project management experience, creative ideas, analysis, teamwork, and a stewardship focus. In total, these funds total over \$350M in assets and make \$20M in grants annually. Experience with ultra high net worth families is a must.

***Extraordinary Client Services to Ultra-HNW Fund Advisors***

- Coordination of philanthropic activities, community awareness/engagement, charitable meetings, and special requests for UHNW fund advisors
- Detailed support of CICF staff primary relationship managers to coordinate cross-departmental projects and external needs for UHNW fund activities
- Day-to-day attention to customer service, stewardship tasks and charitable advising at premiere level of service

***Project Management***

- Coordination of UHNW Funds' charitable giving results and creative communication to fund advisors on impact/results.
- Compilation of grantmaking history, community opportunities, data gathering, results/outcomes for analysis and reporting to UHNW fund advisors.
- Grantmaking coordination for UHNW Funds.

***Administrative Functions***

- Integral part of the team to strategize around impact philanthropy and provide depth of service through awareness and engagement to UHNW fund advisors.
- Meeting scheduling, coordination and follow-up (activities and meetings) internally for philanthropic services staff and externally for UHNW fund advisors.
- Grantee contacting, relationship building, site visit scheduling, proposal follow-up, etc.
- Proactive management of and support to THE most important donor relationships for CICF.

***Skills***

- Highly organized and detail oriented. Project management skills. Professional experience with UHNW individuals/families.
- Ability to anticipate needs, next steps, analysis, client engagement, service delivery, etc.
- Intuitive and ambitious. Not afraid of the unknown. Ability to fill gaps. Daily flexibility around projects, tasks, immediate requests, etc. [patience, composure, poise, professionalism]
- Juggle multi tasks/duties at one time.

- Willingness to be available 24/7 to coordinate immediate responses.
- Strong technology experiences and acumen (Salesforce, Microsoft Office, Excel, presentation, etc.).
- Savvy and heightened professional verbal and written communication skills.
- Ability to navigate complex relationships and dynamics.
- Ability to garner the trust of people easily.
- Thrive on making others look good.
- Ability to support multiple managers.

A bachelor's degree and a minimum of seven (7) years experience in the not-for-profit or public sector is required. Experience working with ultra-high net worth families is also required.

Interested persons should submit a detailed cover letter, resume, and salary history by **February 22, 2015**. Apply via the CharitableAdvisors.com Nonprofit Job Board at: [Click Here](#). No phone calls please. EOE

Screening Questions:

1. In your opinion, what is the contribution that the nonprofit sector makes to our community?
2. Describe a meaningful philanthropic experience of your own or your family's.
3. Describe an outstanding customer service experience you gave to a wealthy individual or family.