



POSITION DESCRIPTION

AS OF: SEPTEMBER 2025

POSITION TITLE: PHILANTHROPIC ADVISOR, SOUTHWEST
REPORTS TO: VICE PRESIDENT, ADVANCEMENT
FLSA STATUS: EXEMPT **PAYROLL STATUS:** FULL-TIME, SALARIED

About The Idaho Community Foundation

Since 1988, The Idaho Community Foundation has helped generous Idahoans strengthen the communities they call home—through philanthropy, by elevating nonprofit impact, and by connecting people and places across the state. In 2024, we took a bold step forward by uniting with the Idaho Nonprofit Center—bringing together philanthropy and nonprofit excellence to better serve Idaho. Grounded in trust, collaboration, and a shared belief in what's possible, we're investing in solutions that help communities thrive. Our vision is simple: Idaho is a place of possibility where everyone contributes to thriving communities.

Position Summary

This position assists in the development and implementation of an annual work plan to identify, cultivate and solicit potential donors and fund holders. This position is based in Southwest Idaho generally including the counties of Ada, Adams, Boise, Canyon, Gem, Owyhee, Payette, Valley, and Washington (Region).

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Provide active leadership and participation in the identification, cultivation, solicitation, and stewardship of donors and fund holders for organization and its programs & initiatives
- Implement development tactics for raising support from individuals, nonprofit organizations, corporations and foundations in the Region with activities including, but not limited to, written and personal solicitations and educational presentations to individuals and groups about organization
- Manage and assist with organization's stewardship plan for fund holders, donors and Legacy Society members in the Region
- Establish relationships with professional advisors and financial institutions in the Region to raise awareness of organization and secure major and planned gifts
- Support annual solicitation plan of corporate partners and donors
- Implement organization's Legacy Society fundraising initiatives in the Region
- Represent organization at community and sponsored events
- Create and maintain potential and current donor records in CRM database AkoyaGO

- Work with management to prepare materials and dashboard reports for quarterly board meetings
- Participate in board meetings as requested

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in related field
- Three to five years of relevant experience
- Experience in the nonprofit or foundation sector desired
- A combination of experience and education may be considered
- Skills in nonprofit fundraising, public speaking, public relations, marketing, and group facilitation are highly desirable
- Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations, write reports, business correspondence and procedure manuals
- Proficiency with Microsoft Office to include Word, Excel, Outlook, Teams and PowerPoint
- Experience with integrated databases such as AkoyaGO is highly desirable
- Proven ability to work effectively as part of a team
- Critical thinking and problem-solving abilities
- Outstanding professional written, verbal, and interpersonal skills
- Ability to maintain a high level of confidentiality

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Working conditions are generally in an office environment. Occasional physical exertion, such as lifting, standing, bending, or reaching, is required
- Dedicated work from home space is required as this position is considered remote without proximity to established office locations
- Must be able to travel regularly within the Region, periodically throughout Idaho and occasionally outside the state which requires reliable transportation
- Currently live within the Region, or have established plans and association with Region

Note: This position description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The organization is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.