

<i>Position</i>	<i>Classification</i>
Philanthropic Advising Strategist (1 year position)	Exempt, 1.0 FTE
<i>Program / Dept</i>	<i>Pay Range</i>
Strategic Philanthropic Advising	\$100,000 to \$120,000

Position summary: The primary function of the Philanthropic Advising Strategist is to manage and coordinate a set of activities supporting the grantmaking, engagement, and stewardship of CCF's philanthropic advising clients, inclusive of foundation member funds, donor-advised fund holders, and donors to the broader organization. The Philanthropic Advising Strategist plays a key role by managing engagement, learning, and relationship-building activities for CCF's client and donor base to ensure continued alignment with CCF's grantmaking priorities. The PAS also is the first point of contact for a set of CCF's clients and donors. The Strategist is a thought partner to the Director of Strategy and Asset Building on donor engagement and activation strategies and education. The position reports to the Director of Strategy and Asset Building. This position is a 1 year position with the possibility of extension. Ideally, this position is a hybrid position based in Oakland, CA

Responsibilities include:

Philanthropic Advising and Grantmaking Implementation (65%)

- Leads multiple annual grantmaking strategies for member funds and donor advised funds to further each client's mission, in alignment with CCF's grantmaking strategy
- Researches and reviews proposals, conducts due diligence, and prepared written and verbal docket presentations and site visits for clients
- Provides leadership and support for the grantmaking strategy of member funds and donor advised funds to better align with CCF's grantmaking strategy
- Coordinates with Grants Team to ensure accurate administration and processing of grant portfolios
- Participates actively in stewardship of client relationships with fund members, major donors, and institutional partners

Donor Engagement and Learning (15%)

- Works with Director of Strategy and Asset Building to develop strategies and goals for CCF's clients to better align CCF's clients with CCF's grantmaking strategies
- Communicates regularly and thoughtfully with members to meet learning needs, activate their agency and build a stronger community of donor organizing within the CCF network
- Coordinate with development and program staff to continually inform CCF's network of CCF's work and impact

Organizational and Influencing the Philanthropic Field (15%)

- Build key partnerships with prospective donors, institutional funders, and grassroots organizations, with the goal of collaborating and better aligning and influencing external dollars to support frontline communities
- Develop and track knowledge of trends across social change issue and progressive philanthropy across the United States



- Other tasks as assigned

CCF Staff Participation (5% of time)

- Participates in full staff meetings and retreats, and occasionally serves on internally focused work groups to improve organizational processes and culture
- Collaborates with colleagues, engaging in productive communication and supporting a positive work culture

Candidates for this position typically have:

- Experience in social change efforts, including previous experience in community organizing, donor organizing, and/or grassroots fundraising strategies
- Minimum of 5 years of experience as a foundations program officer, nonprofit fundraiser, or program leader in progressive social change organizations
- Familiarity with the rules and regulations of public charities, private foundations, donor advised funds, fiscal sponsorships and supporting organizations
- Demonstrated ability to synthesize and convey complex information in order to develop strategy, draw conclusions and make recommendations
- Proven ability to design and facilitate meetings with inclusive processes for group agreement on strategy, collaboration and collective action
- A passion for racial, social, environmental and economic justice plus a commitment to the CCF's mission and values
- The ability to juggle multiple clients, projects and deadlines
- Strong program management skills with attention to detail and organizational skills
- , with public speaking skills a plus
- Experience with research and analysis
- Proficiency with computer systems and databases including but not limited to Google Suite and MS Office
- Collaborates with colleagues in a respectful manner, prioritizing productive communication, patience, and a willingness to learn from the diverse histories and experiences of CCF colleagues
- Contributes to and supports CCF's organizational culture by being self reflective, and providing thoughtful and constructive feedback to colleagues

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All positions at Common Counsel Foundation involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.

This position is sometimes required to travel locally by public transit or driving. Out of area travel, and spending time away from home is required for up to 25% per year.