



Director of Donor & Giving Partner Engagement Candidate Profile

Who We Are

The mission of Madison Community Foundation (MCF) is to engage Greater Madison in philanthropy to advance a more vibrant and equitable community. MCF is a nationally accredited community foundation and a trusted philanthropic leader.

- We collaborate with donors to connect them to the causes they care about most
- We work with nonprofits to build endowments that provide an annual source of support for their mission
- We deploy grant funding in effective, efficient, and equitable ways to positively impact our community

The community of donors we bring together makes MCF strong. Our team makes MCF different. We know our donors and we know our community. Our commitment to both, for over 80 years, has earned us their trust. Madison is frequently named one of the best places to live in the country. While we are all proud of that recognition, we know there is still work to do to foster a community where fairness, inclusion and respect thrive.

Our Team

MCF's dynamic team shares a commitment to our mission. We come from different backgrounds and bring different lived experiences to the table. Some people have worked at MCF for 15+ years while others are new to the team. We encourage a full range of diversity and talent. Everyone's voice is valued.

Our office resides in beautiful downtown Madison, Wisconsin, conveniently located off the state's Capitol Square and is surrounded by restaurants, shops, and businesses of all kinds. Whether it is just the daily hustle and bustle, the free Lunchtime Live music series, Art Fair on the Square, or the largest producers-only Farmers' Market in the country, there is always something going on downtown. When you are part of the MCF team, you are in the middle of what makes Madison ... Madison.

What We Need

MCF is currently seeking a Director of Donor & Giving Partner Engagement to join the Advancement team. This role is ideal for someone who seeks purposeful work in a friendly team environment alongside people of all ethnicities, backgrounds, orientations, and abilities. Our ideal candidate is passionate about serving our community, has a minimum of five years of experience in philanthropic services, development and fundraising, professional advising or other relevant experience, and is a life-long learner. This position plays a key role in advancing the mission of MCF by engaging and stewarding current and prospective donors and fundholders to facilitate giving now and in the future.

What You Do

Interested candidates should forward a cover letter – including how your skills align with the requirements of this position and how your values align with those of MCF – and resume to apply@madisongives.org. This position primarily works in the MCF office with the option of working remotely one day per week. Interviews for this position will begin in January 2026.



Job title:	Director of Donor and Giving Partner Engagement
Department:	Donor Engagement
Reporting to:	Vice President, Advancement
Date approved:	December 3, 2025
FLSA Status:	Exempt

Role at Madison Community Foundation (MCF)

The Director of Donor and Giving Partner Engagement builds and strengthens relationships with individuals, families, nonprofits, communities, and professional advisors to advance charitable giving in Dane County and beyond. This role helps donors develop and implement giving plans – both current and through their estates; supports nonprofits in establishing and growing endowments; and works with MCF’s Giving Partners (currently located in the communities of Lodi, Middleton, Portage, Rio, Monona and Columbus) to enhance their philanthropic impact. The Director of Donor and Giving Partner Engagement reports to the Vice President of Advancement and collaborates closely with colleagues across all departments.

Summary of Major Responsibilities

- Support donors, fundholders, Legacy Society members and their advisors in developing and carrying out charitable giving plans, including facilitating simple and complex outright and deferred gifts, and helping establish donor advised and designated funds, charitable gift annuities, Qualified Charitable Distributions, legacy letters of understanding, and other tools for giving
- Manage a portfolio of current and prospective donors and fundholders to ensure proactive engagement and stewardship
- Support nonprofit organizations with establishing and growing endowments
- Support current and prospective Giving Partners within Dane and surrounding counties with advisory committee operations, grantmaking, fundraising and outreach activities
- Collaborate with the communications team to share stories of community impact by recognizing constituents in print and digital media and developing materials for donor and advisor audiences
- Maintain accurate records of donor engagement activities in MCF’s database
- Represent MCF at community and regional events, including speaking publicly

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

Work Environment

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment

- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruptions
- Must be able to remain in a stationary position for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds
- Travel frequently throughout Madison and surrounding communities for events, meetings, etc., including those held after business hours

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Success in This Role Requires

- Actively support the MCF values of integrity, generosity, effectiveness, sustainability and equity
- Knowledge of tools and strategies for charitable giving involving cash, securities, qualified charitable distributions, charitable gift annuities, donor advised funds, endowments, beneficiary designations, wills and trusts
- Ability to engage comfortably with people from diverse backgrounds and perspectives
- Exceptional customer-service skills and ability to build relationships grounded in trust and humility
- Strong listening, written and verbal communication abilities, including public speaking
- Excellent organizational skills and attention to detail
- A proactive, strong work ethic
- Ability to work effectively as a team member
- Ability to maintain confidentiality; keep sensitive information private

Education and Experience

A minimum of five years of experience in philanthropic services, development and fundraising, professional advising or other relevant experience required. Bachelor's degree preferred.

- Proficient use of Microsoft Office products
- Prior experience with donor management software; experience with akoyaGO preferred
- All candidates must be authorized to work in the United States without sponsorship

Salary Range

- \$80,000 - \$95,000