



Philanthropic Officer **The Foundation for Enhancing Communities (TFEC)**

Harrisburg, PA

About Us

The Foundation for Enhancing Communities (TFEC) inspires giving and strengthens our region through meaningful philanthropy. For more than 100 years, TFEC has partnered with individuals, families, businesses, and nonprofits to turn charitable goals into lasting community impact throughout Cumberland, Dauphin, Franklin, Lebanon and Perry County.

Position Overview

TFEC is seeking an enthusiastic, organized and relationship-driven **Philanthropic Officer** to support the development and delivery of our charitable and philanthropic services. This role works collaboratively with donors, professional advisors, community partners, and internal team members to advance TFEC's mission and grow charitable impact through our footprint, with an emphasis on Cumberland and Lebanon counties.

This full-time position reports directly to the **Vice President - Philanthropy**.

Expected Compensation: \$60,000 to \$75,000, commensurate with experience and qualifications. To apply, please visit: [Careers at TFEC | Nonprofit Jobs & Volunteer Roles](#)
Applications will be accepted on a rolling basis until the position is filled.

Key Responsibilities

- Cultivate and steward relationships with donors and professional advisors through thoughtful communication and engagement
- Serve as the primary liaison to regional affiliates and cultivate donors throughout assigned regional foundation areas
- Assist with donor outreach and prospect cultivation, including meetings with and without referrals
- Prepare presentation materials and proposals for potential donors
- Work with fundholders to establish new charitable funds
- Plan and coordinate seminars and educational sessions for donors, professional advisors, and community members
- Serve as primary point person for Harrisburg Hoopla & Emerging Philanthropists Program, two programs designed to engage the next generation of philanthropic leadership
- Represent TFEC at speaking engagements, service clubs, and community events, and proactively seek opportunities to expand TFEC's visibility
- Oversee and administer TFEC Special Initiatives as assigned
- Maintain accurate records for charitable funds and donor activities
- In coordination with VP of Philanthropy, collaborate with marketing to create and implement a marketing strategy to increase gifts to TFEC
- Conduct research, summarize findings, and share insights to support organizational goals
- Participate in committee meetings and support TFEC's strategic planning and annual work plans

- Assist with the fulfillment of sponsorship obligations
 - Contribute to the creation and maintenance of TFEC's Philanthropy Policy and Procedures Manual
 - Stay connected with local and national nonprofit and philanthropy professionals
 - Perform other duties as assigned
-

Qualifications

- Bachelor's degree and/or equivalent professional experience
 - Excellent written and verbal communication skills
 - Previous fundraising experience required
 - Demonstrates strong interpersonal skills, building positive and productive relationships
 - Ability to persuasively articulate TFEC's mission to internal and external stakeholders
 - Proven ability to build trust and work effectively with diverse constituencies, including donors, advisors, grantees, and colleagues
 - Strong project management skills and ability to manage multiple priorities and deadlines
 - High level of organization, initiative, and independent judgment
 - Knowledge of community issues in central Pennsylvania
 - Understanding of fundraising principles, including ethical and legal considerations
 - Experience working with nonprofit boards and committees
 - Proficiency with Microsoft Office and desktop publishing tools
 - A collaborative spirit, strong work ethic, sense of integrity, and a positive sense of humor
-

Why Join TFEC?

At TFEC, you'll be part of a mission-driven organization making a measurable difference in our community. We offer:

- A collaborative, inclusive, and values-driven workplace
- Opportunities to bring creativity and innovation to a trusted philanthropic institution
- Competitive salary and benefits, including health insurance, retirement contributions, and paid time off

Commitment to Diversity, Equity & Inclusion

TFEC is an Equal Opportunity Employer. We believe diversity, equity, and inclusion are fundamental to strengthening communities and are committed to creating a workplace where all individuals feel valued, respected, and empowered. Candidates of all backgrounds and experiences are strongly encouraged to apply.