

Vitae Foundation

Job Posting

Job Title: Regional Philanthropy Officer

Department: Development

Posting Date: August 19, 2026

Purpose:

The Regional Philanthropy Officer is responsible for developing and executing Vitae Foundation's philanthropy strategy within an assigned geographic territory. Serving as the primary relationship manager for major donors and qualified prospects, this position identifies, cultivates, solicits, and stewards philanthropic investments that advance Vitae's mission.

The Regional Philanthropy Officer also provides leadership for regional fundraising initiatives, including donor engagement, sponsorship development, fundraising events, volunteer involvement, and strategic community partnerships. As a visible ambassador for Vitae Foundation, this individual builds relationships with donors, churches, pregnancy help centers, businesses, pro-life organizations, civic groups, and other mission-aligned partners to expand awareness, strengthen relationships, and increase philanthropic support.

Success in this role is measured by meaningful donor engagement, portfolio growth, fundraising results, and achievement of annual goals established by the President/CEO and Chief Philanthropy Officer.

Essential Duties and Responsibilities:

The Regional Philanthropy Officer's responsibilities will include but are not limited to the following.

Donor Development

- Manage and grow an assigned portfolio of major donors and qualified prospects.
- Identify, qualify, cultivate, solicit, and steward donor relationships using donor-centered fundraising principles.
- Conduct regular donor visits and maintain timely, accurate documentation within the organization's CRM.
- Prepare gift proposals, donor correspondence, and other fundraising materials as appropriate.
- Collaborate with the President/CEO, Chief Philanthropy Officer, Board members, and other leaders in the cultivation, solicitation, and stewardship of major and principal gift prospects.

Philanthropy & Community Engagement

- Execute Vitae Foundation's philanthropy strategy within the assigned geographic territory, with a focus on growing charitable support and strengthening donor relationships.
- Identify, cultivate, solicit, and steward individual donors and prospective donors, with an emphasis on upgrading giving and developing major gift opportunities.
- Build and manage a strong regional donor pipeline by identifying individuals, families, businesses, foundations, and other prospective philanthropic partners with an affinity for Vitae's mission.
- Partner with the Events Director to maximize the fundraising and donor-development potential of regional events, including sponsorships, donor cultivation, and follow-up.

- Develop relationships with churches, pregnancy help centers, businesses, community leaders, and other mission-aligned organizations to strengthen connections and grow philanthropic support for Vitae Foundation.
- Represent Vitae Foundation at donor meetings, events, presentations, networking opportunities, and professional gatherings to advance philanthropic relationships and increase support for the mission.
- Assist with donor cultivation, solicitation, stewardship, and fundraising initiatives in other territories as needed.

Mission Advancement & Collaboration

- Develop and maintain a thorough knowledge of Vitae Foundation's mission, research, messaging, history, and strategic priorities.
- Promote Vitae Foundation's research, educational resources, and services to key audiences and community partners.
- Work collaboratively with Marketing & Communications, Research, Research Application, Operations, Finance, and other staff to advance organizational goals.
- Assist in developing fundraising strategies, budgets, case statements, proposals, presentations, and other donor communication materials.
- Participate in regular staff and philanthropy team meetings to ensure effective communication and coordination.

Leadership & Professional Development

- Supervise assigned philanthropy staff, when applicable.
- Recruit, train, and work with volunteers and event committees as appropriate.
- Pursue ongoing professional development through conferences, seminars, webinars, and other educational opportunities.
- Remain current on fundraising best practices, charitable giving trends, and issues affecting the culture of life.

Qualifications:

- Bachelor's degree preferred; equivalent professional experience and demonstrated success in fundraising, business development, consultative sales, relationship management, ministry leadership, or other relationship-based professions will be considered.
- Demonstrated ability to build and maintain trusted relationships with donors, community leaders, volunteers, and other stakeholders.
- Excellent written, verbal, interpersonal, organizational, and presentation skills.
- Ability to work independently while collaborating effectively within a team environment.
- Proficiency with Microsoft Office and other standard business applications. Experience with donor database software, CRM systems, or comparable relationship management platforms is preferred.
- Ability and willingness to travel extensively throughout the assigned territory, with occasional travel outside the territory to support organizational events, donor engagement, and outreach activities as needed.
- Valid driver's license and reliable transportation.
- Demonstrated commitment to the mission and values of Vitae Foundation.