Kosciusko County
COMMUNITY FOUNDATION
Inspiring Generosity. Strengthening Communities.

Position Description

Title: Development Director
Reports to: Chief Executive Officer
Status: Exempt, Full-time
Hours: Hours vary, but typically 37.5 hours/week or more; evening and weekend hours may occasionally be required.

PRINCIPAL RESPONSIBILITIES

A. Develop and maintain relationships with donors.
B. Manage Legacy Society program.
C. Serve as primary contact for donor advisors.
D. Develop and maintain relationships with professional advisors.
E. Provide staff leadership to the Donor Relations Committee and the Board related to development activities.
F. Secure and manage assigned grants and sponsorships from other foundations or corporations to the Community Foundation.
G. Provide support to the CEO and CFO related to development activities.
H. Other duties as assigned.

A. Develop and maintain relationships with donors.

1. Develop and implement an annual development plan.
2. Regularly communicate with donors via newsletters, calls, visits, cards, and notes.
3. Conduct annual operating campaign.
4. Implement special fundraising campaigns as approved by the Board.
5. Draft fund agreements and manage processes related to new fund agreements.
6. Work with Communications Director on strategies related to special events aimed at donors and donor prospect groups (i.e., Women in Philanthropy).

B. Manage Legacy Society program.

1. Identify current donors who have strong potential to become legacy donors and develop and implement strategies to cultivate them into legacy donors.
2. Ensure that public Legacy Society acknowledgements are kept current, whether in physical display, in printed material, or online.

C. Serve as primary point of contact for donor advisors.

1. Ensure new donor advisors have access to the donor recommendation process of their choice, portal, email, or paper form.
2. Provide support to donors using the advisor portal.
3. Implement and prepare reports related to donor advisor satisfaction outreach.
4. Regularly communicate grant recommendation opportunities to donors.
5. Communicate with advisors who have been inactive to encourage their engagement.

D. Develop and maintain relationships with professional advisors.

1. Identify and build relationships with professional advisors who are new to the community.
2. Provide regular communications to professional advisors about the services of the Community Foundation and any changing regulations or giving opportunities that may impact their charitable clients via newsletters, letters, web-based services, and printed materials.
3. Provide bi-annual continuing education credit opportunities for professional advisors on a topic related to charitable giving and ensure credits are approved and issued.
4. Acknowledge the Community Foundation's appreciation of professional advisors through timely gifts such as tax relief baskets for CPAs and holiday gifts.
5. Maintain current records and acknowledgement of advisors who have referred a client to the Community Foundation through the Philanthropic Roundtable.
6. Provide advisors access to Crescendo services including custom gift demonstrations for them and their clients.

E. Provide staff leadership to Donor Relations Committee and the Board related to development activities.

1. Annually draft donor relations plan and budget for the Donor Relations Committee for approval.
2. Track and report on donor relations plan goals and activities to the Donor Relations Committee.
3. Annually craft donor development activities for the Board to engage in, manage, track, and acknowledge their engagement.
4. Provide the Board with regular progress reports related to development goals and metrics.

F. Secure and manage assigned grants and sponsorships from other foundations or corporations to the Community Foundation.

1. Apply for and report on grants from other foundations or corporations as assigned by the CEO.
2. Secure sponsorships for Foundation events/activities as assigned by the CEO.

G. Provide support to the CEO and CFO related to development activities.

1. Identify the states in which we need to register to fundraise and ensure that registration is completed.
2. Help craft development messages for special events and presentations.

JOB REQUIREMENTS/QUALIFICATIONS

1. Minimum of a bachelor's degree in business, communications, marketing, nonprofit management, pre-law, or related field.
2. Have obtained or be able to attain the Certified Fundraising Professional Executive credential.
3. Minimum of three years of experience in a nonprofit fundraising/donor development role.
4. Ability to understand complex charitable gifts, such as deferred giving, charitable remainder trusts, gift annuities, wills, and bequests.
5. Ability to work well with all aspects of the public, including, but not limited to, donors and peers.
6. Ability to develop and maintain relationships with donors.
7. Excellent verbal and written communication skills, including speaking, facilitating, and presentation skills.
8. Proficient in Microsoft Office: Word, Excel, Outlook, Power Point, and Publisher.
9. Ability to learn specific software and technology used by the Foundation.
10. Ability to work collaboratively in a friendly and professional manner with other staff members, donors, vendors, grantees, board members and committee members.
11. Ability to work independently and maintain confidential information.
12. Demonstrates honesty, integrity, and a strong work ethic, and the ability to reflect and maintain the Foundation's values.

13. Takes initiative and demonstrates leadership needed to complete tasks.
14. Strong organizational skills and attention to detail.

PHYSICAL/MENTAL REQUIREMENTS/WORKING CONDITIONS

Individuals may not pose a direct threat or significant risk to the health and safety of themselves or others and must be able to meet the job requirements within the following working conditions with or without reasonable accommodation.

1. Ability to understand, speak, and write professionally in the English language.
2. Ability to work hours outside of normal schedule for Foundation special events or meetings.
3. Quiet to moderate, smoke-free environment.
4. Ability to sit and operate a personal computer for up to 4-8 hours per day.
5. Occasional bending and lifting of up to 25 pounds.
6. Ability to operate basic office equipment (computers, copiers, telephones, etc.).
7. Ability to operate a motor vehicle safely and legally.

_____ _____

Employee Signature Date

_____ _____

CEO Signature Date