



Director, Community Foundation of Crawford County

July 1, 2016

The Director is responsible for the asset development of the Community Foundation of Crawford County. It is expected that donor cultivation and solicitation, relationships with professional advisors and a strong planned giving program will be used to grow current and future assets. The Director of Development is responsible for meeting annual performance benchmarks that support the annual budget, strategic plan, and marketing plan. He/she will work with the Board of Directors, professional advisors and volunteers to plan, structure, implement and monitor an effective development program that will increase endowed and non-endowed assets, develop and maintain good relationships with nonprofit organizations and the community, and steward current and prospective donors.

QUALIFICATIONS:

- Must embrace the mission of the CFCC.
- Strong interpersonal and writing skills.
- Have knowledge and experience in community leadership/organizing, particularly in fundraising.
- Possess the skills to work with board members and other volunteers.
- Be familiar with Crawford County—its needs, constituency and population.
- Event/meeting management experience helpful.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit accountability and “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and the community, demonstrate presence, self-confidence, common sense and good listening abilities.
- A bachelor’s degree in a related field or substantial related experience.
- Prefer 1-2 years minimum experience in professional fundraising or relationship-focused sales.

PRIMARY JOB RESPONSIBILITIES IN SUPPORT OF FUNDRAISING AND DONOR RELATIONS:

- Develops and presents tailored presentations to prospective donors, civic organizations, community organizations
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Ensures ongoing stewardship with all donor fund representatives, current and founding board members, and former/current volunteers
- Drafts and coordinates all outreach to prospective donors, existing donors, and general public (including social media, written correspondence, and professional advisors)



- Coordinates special events for prospective or current donors and professional advisors that promote general community philanthropy awareness or donor education
- Supports all activities related to production and distribution of documents including the annual report, marketing collateral, gift acknowledgements, etc.
- Serves as staff liaison to the Development and Marketing Committee, all special events, and the CFCC Board of Directors
- Develops draft fund agreements with guidance from the Board, maintains detailed documentation on outreach to donors and provides detailed and timely follow-up to donors.
- Oversees grant seeking including research, proposal writing, and reporting requirements.
- Provides bi-weekly written progress report to the CFCC Board Chair and monthly reports to Board of Directors and Executive Committee

SECONDARY PROFESSIONAL AND TECHNICAL RESPONSIBILITIES:

- Knowledge of office procedures
- Knowledge of business communications, including letter formats, telephone, and email
- Competency with personal computers and Microsoft Word, Outlook, Excel, PowerPoint
- Ability to take direction, establish priorities, proceed with objectives, work as a team player and positively represent the CFCC
- Excellent written, oral and customer relations communication skills
- Excellent data analysis skills and strong attention to detail
- Ability to tackle other duties as assigned that support the CFCC

PERSONAL CHARACTERISTICS:

- Commitment to serve the community
- Servant Leader, able to generate enthusiasm and gain support
- Professional image, positive, upbeat and enthusiastic
- Courtesy, friendliness, good diplomacy and tact
- Creativity and self-starter
- Effective interactions with all stakeholders when representing the CFCC
- Flexibility within a changing and sometimes stressful environment
- Good judgment and decision making capabilities
- Discretion, commitment to confidentiality, effectiveness and efficiency
- Strong multi-tasking with capacity to cope with interruptions
- Dependability and punctuality

Annual Performance Benchmarks to be established that support annual budget, strategic plan, and marketing plan to include:

- 1) Establish new charitable funds
- 2) Cultivate new donors and retain existing CFCC donors



- 3) Assist in establishing at least one signature event for the CFCC
- 4) Become proficient in QuickBooks Pro within a 90-day probationary period
- 5) Cultivate minimum of \$40,000 in new gifts (operating support, endowed funds, field of interest funds, grants, and special event revenue)

Hours: Full Time, salaried. 8:30 a.m. – 5:00 p.m. typical work schedule, with morning meetings and evening presentations to individuals, constituent groups, and attendance at community events.

[Interested candidates should submit a cover letter and resume by July 29, 2016 to the CFCC Search Committee at: cf-ccsearch@cf-cc.org.](mailto:cf-ccsearch@cf-cc.org)