



Community Foundation of Wabash County

We're here for giving. We're here for good.

Community Foundation of Wabash County Development Director Position Description

Position Status: Salaried, Exempt, Full time, requires flexible work schedule

Reports to: Executive Director

Compensation: A competitive compensation and benefit package commensurate with experience

Position Description: We are seeking an experienced, highly motivated development professional to implement a dynamic and comprehensive asset development plan. The Development Director works closely with the Executive Director and the Board in development and fund raising endeavors, including leading the development of communication and marketing materials as campaigns and initiatives require.

Duties:

- Develop, lead and implement a multi-year asset development plan with a focus on flexible funding tools to include unrestricted, field of interest, and donor advised funds, and planned gifts
- Develop working relationships with professional advisors, agency fund holders, and other development professionals in the community
- Facilitate the role of staff, board and development committee members in achieving development goals and targets
- Coordinate donor recognition and stewardship efforts
- Work closely with Executive Director to support special development initiatives which currently include Lilly GIFT VII, Promise Early Award Scholarship Program, and Early Childhood initiatives
- Lead branding communications, marketing, publication, and public relations work
- Cultivate, secure and administer major and planned gifts
- Understand and keep informed of giving trends, issues and activities in philanthropy
- Maximize use of CFWC planned giving and fund management software
- Assure compliance with National Standards, state and federal law and best practices
- Duties require availability to meet in early morning and evening with volunteers

Qualifications:

- Bachelor's or Master's Degree
- Excellent and comprehensive written and oral communication skills
- Minimum of 3 years of non-profit development experience
- Demonstrated experience building strong relationships with donors
- An aptitude for major and planned gift solicitation
- Experience in implementing short and long-range asset development plans
- Facility with social media platforms, publication and design software, Microsoft products
- Excellent organizational and time management skills
- Professional and friendly demeanor which cultivates trust and confidence
- Intuitive, patient and possession of consummate listening skills
- Public speaking and presentation experience and skills
- Familiarity with Wabash County and northeast Indiana

All responses can be sent to:

Patty Grant, Executive Director
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