

POSITION DESCRIPTION

Position Title: Development Director
Classification: Exempt
Department: Development
Reports to: Vice President, Development

I. Position Summary

The Community Foundation for Northeast Florida, Inc. is a nonprofit service organization serving donors and their charitable or philanthropic causes by providing expert assistance in developing unique ideas, approaches and strategies for giving. All staff members are expected to have an understanding of and commitment to the Foundation's goals and mission; maintain a professional attitude; possess the ability to establish and maintain positive working relationships with others; and be committed to serving the community with passion, integrity and energy!

The Development Director is responsible for the cultivation, solicitation and stewardship of new funds and fundholders at the Foundation. The primary role is working with potential and existing fund holders to open new funds and facilitate giving to fundholders interest areas and preferred organizations. The development director will steward a portfolio of existing fundholders providing ongoing relationship management and philanthropic service.

II. Detailed Responsibilities

Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.

- Develop a comprehensive understanding of the Foundation's giving vehicles and their appropriate uses
- Promptly respond to requests for information from potential donors/fundholders
- Cultivate prospects discovered through research or referred by professional advisors, etc. to open a fund.
- Prepare and/or review proper documentation for new funds, amendments, and variances
- Assist with developing marketing materials, communications, and events for prospective and current donors, especially for Agency Endowments and donor acquisition initiatives.
- Maintain and enhance relationships with assigned fundholders.
- Cultivate and encourage fundholders to make additional gifts to their funds, including bequest provisions
- Maintain accurate documentation of prospect and fundholder contacts in Foundation CRM
- Represent the Foundation at various professional associations and events
- Provide gift planning services for donors and prospective donors
- Perform other related duties or special projects as directed by Vice President of Development

III. Qualifications and Experience

- Bachelor's degree from an accredited university required. Advanced degree and/or professional designations such as JD, CPA, CFP, CLU, or ChFC desirable
- Minimum of five (5) years' experience in non-profit development with an emphasis on major and/or planned gifts
- Chartered Advisor in Philanthropy® designation or the commitment to acquire the designation with support from the Foundation
- Superior inter-personal skills with experience and comfort in working with and relating to individuals of diverse views and backgrounds
- Commitment and experience in providing high quality service to donors, volunteers, grantees, and colleagues
- Excellent written and oral communication skills; able to communicate clearly, diplomatically, and persuasively, and to facilitate meetings; able to prepare written communications, expositive and/or persuasive memos, and other written materials of the highest professional quality
- Strong computer skills and working knowledge of Microsoft Office 365; ability to learn and utilize the Foundation's constituent management software
- Ability to manage multiple priorities efficiently and effectively, with strong follow-through, and to easily adapt to emergent requests
- Ability to think and act independently, with good judgement and minimal supervision
- Strong organizational skills and attention to detail in all work products
- Must demonstrate integrity and excellent professional judgement
- A valid Florida driver's license and access to a car, as local and some out-of-town travel is required

The Community Foundation maintains a policy of nondiscrimination in all conditions of employment and commits itself to providing equal employment opportunities to all employees and applicants for employment regardless of race, color, religion, sex, age, disability, handicap, veteran status, marital status, national origin, sexual orientation, gender identity or expression, and any other status protected by law.

Beginning salary set December 20, 2022: \$85,000