

## JOB DESCRIPTION

# DIRECTOR OF DEVELOPMENT

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## THE FOUNDATION

The Community Foundation of Elkhart County is dedicated to transforming Elkhart County by bringing stakeholders together to tackle issues of concern in the community. Since its founding in 1989, the Community Foundation has helped hundreds of people create personal, permanent and powerful legacies by establishing custom, charitable funds. In its 31 year history, the Community Foundation, has awarded more than \$120 million in grants and scholarships and is now steward to more than \$400 million in charitable assets. Aided by Community Foundation expertise, fund holders have fostered the arts, awarded scholarships, championed community vibrancy, helped children learn to read, provided food for the hungry and shelter for the homeless. As community partners, they have made Elkhart County a better place to live. The Community Foundation works together with its fund holders and community partners to leverage collective knowledge, creativity, and resources for a greater impact than any one of them could make alone. By connecting philanthropy with community needs and opportunities, the Community Foundation works to improve the quality of life.

For more information on The Community Foundation of Elkhart County, please visit [www.InspiringGood.org](http://www.InspiringGood.org).

## POSITION DESCRIPTION

The Director of Development is responsible for developing, cultivating and expanding relationships with the Foundation's donors, professional advisors and fund holders. The Director of Development primarily manages existing fund holder relationships, providing exceptional service and ensuring their long-term collaboration with the Foundation, and secondarily develops relationships with new potential fund holders.

Reports to the Chief Development Officer.

## DUTIES & RESPONSIBILITIES

- Assist with the development of department's goals and implementation of the Community Foundation's development strategy to attract new donors, retain existing donors.
- Cultivate relationships in Elkhart County to inspire and engage donor's philanthropic interests and goals. Donors may include individuals, families, corporations, and non-profit organizations.
- Create cultivation strategies focused on growing relationships with existing fund holders.
- Manage Elkhart County Estate Planning Council committee, activities and workshops.
- Assist the Legacy Society, a recognition group for those who have included the Foundation in their estate plans.
- Oversee fund management to provide day-to-day assistance, leveraging the expertise of colleagues when needed.
- Write and edit proposals, Fund agreements and other correspondences.
- Manage the compliance of fund agreement changes.
- Assist with the development and execution of donor recognition events and/ or education sessions consistent with the Foundation's overall donor relations strategies.
- Collaborate with appropriate Foundation staff on donor-related communications (i.e., newsletters, annual report, event marketing, special mailings, surveys, etc.).
- Make development pitches and presentations as needed.
- Coordinate with other departments to ensure the timely delivery of quality services to all fund holders and donors.
- Represent the Foundation at conferences and meetings of professional associations.
- Achieve strong proficiency in Foundation's CRM software for development functions, including but not limited to queries, reports, upload/download capabilities, fund balances, etc.
- Other duties as assigned.

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## POSITION REQUIREMENTS

### EXPERIENCE, ABILITIES & SKILLS

- Minimum of a Bachelor's Degree, 5 years of experience in nonprofit fundraising, private wealth management and or related relationship management field.
- Knowledge of fund development, planned giving, and philanthropy, and the ability to knowledgeably assist Fund holders in formulating plans, goals and or strategies for their philanthropic giving.
- Network of individual and corporate contacts who can assist with the Foundation's growth a plus.
- Excellent customer service commitment, interpersonal skills in working with colleagues and external constituents.
- Excellent written and verbal communications abilities.
- Organized and detail-oriented, with the ability to excel in a fast-paced environment.
- Ability to manage multiple tasks, define and set priorities and problem-solve.
- Thoughtful, courteous, patient, takes initiative, self-motivated.
- Aligned with Foundation values and commitment to fostering a positive office culture.
- Ability to work independently and collaborate and coordinate with others.
- Availability to work outside of traditional business hours, to travel locally and occasionally regionally and nationally.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research.
- Experience with CRM software a plus: ability to quickly learn and become proficient with Foundation's donor platform required.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

## SPECIFICS

- **Status:** Full-Time, Exempt
- **Salary:** Compensation commensurate with experience and qualifications.