



THE FOUNDATION

The Community Foundation of Elkhart County is dedicated to transforming Elkhart County by bringing stakeholders together to tackle issues of concern. Since its founding in 1989, the Community Foundation has helped hundreds of people create personal, permanent, and powerful legacies by establishing custom and charitable funds. In its three decades, the Community Foundation has awarded more than \$120 million in grants and scholarships and is now the steward of over \$400 million in charitable assets. Aided by Community Foundation expertise, fundholders have fostered the arts, awarded scholarships, championed community vibrancy, helped children learn to read, and provided food for the hungry and shelter for the homeless. They have made Elkhart County a better place to live as community partners.

By connecting philanthropy with community needs and opportunities, the Community Foundation works to improve the quality of life in Elkhart County by inspiring generosity.

For more information on the Community Foundation of Elkhart County, please visit www.inspiringgood.org.

POSITION DESCRIPTION

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

Reports to the Chief Development Officer.

DUTIES & RESPONSIBILITIES

Relationship Management

- Assist with developing the department's goals and implementing the Community Foundation's strategy to attract and retain new donors.
- Cultivate relationships in Elkhart County to inspire and engage donor's philanthropic interests and goals. Primary areas of responsibility include professional advisors, scholarship fundholders, and corporate hardship fundholders.
- Create cultivation strategies focused on growing relationships with professional advisors.
- Steward and network with professional advisors throughout Elkhart County.
- Manage Elkhart County Estate Planning Council planning committee, activities, workshops, and recognition.
- Provide service to fundholders, leveraging the expertise of colleagues when needed.
- Coordinate with other departments to ensure the timely delivery of quality services to all donors.

CRM, Documentation & Reporting

- Achieve strong proficiency in the Foundation's CRM software for development functions, including but not limited to queries, reports, upload/download capabilities, fund balances, etc.
- Provide the Donor Services Coordinator backup for gift, grant, and inter-fund entry as needed.



Development Officer Job Description

- Lead the stewardship of funds and gifts through the CRM opportunity management system. Ensure communication plans are in place for documenting and closing opportunities.
- Write and edit fund agreements and other correspondence as needed.
- Prepare quarterly board reports for the Development Department.
- Coordinate scholarship fund list for the annual Inspire Joy mailer
- Collaborate with appropriate Foundation staff on donor-related communications (i.e., newsletters, annual reports, event marketing, special mailings, surveys, etc.).
- Manage the continuing education credit process for the Estate Planning Council.

Event Management

- Lead the Development Department's efforts for any scholarship-related events.
- Assist with executing other donor recognition events and/or education sessions consistent with the Foundation's overall donor relations strategies.

Other Responsibilities

- Represent the Foundation at conferences and meetings of professional associations.
- Other duties as assigned.

POSITION REQUIREMENTS

Experience, Abilities & Skills

- Minimum of a bachelor's degree and 5 years of experience in nonprofit fundraising, wealth management, and/or related relationship management profession.
- Previous experience interacting with professional advisors, fundholders, and/or centers of influence.
- Excellent customer service commitment, professionalism, and interpersonal skills.
- Excellent written and oral communication abilities.
- Organized and detail-oriented, able to excel in a fast-paced environment.
- Ability to manage multiple tasks, define and set priorities, and problem-solve. Proven experience taking initiative and being self-motivated.
- Aligned with Foundation values and commitment to fostering a positive office culture.
- Able to work independently and in collaboration with others.
 - Able to work outside traditional business hours, primarily for events and meetings.
 - Able to travel locally and occasionally regionally and nationally.
 - Excellent skills and experience with Microsoft Office suite products and working with databases and internet research.
 - Experience with CRM software is a plus; quickly learning and becoming proficient with the Foundation's donor platform is required.



Development Officer Job Description

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.

POSITION DETAILS

Status: Full-Time, Exempt.
Salary: Compensation commensurate with experience and qualifications.
Benefits: Eligible for health, wellness, and workplace benefits according to current policy.
Reports to: Chief Development Officer
Direct Reports: None
Submit Resume and cover letter to: info@inspiringgood.org

All applicants are considered for positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, or any other protected classification, in accordance with applicable federal, state, and local laws.