



## **Director of Development**

REPORTS TO: President/CEO

### **JOB PURPOSE**

The Midland Area Community Foundation Director of Development will have primary responsibility for leading, managing and implementing the development functions of the foundation which include establishing new endowment funds, increasing existing funds and enhancing donor relations to help the Midland Area Community Foundation achieve its overall mission and objectives.

The Director of Development helps manage, develop and enhance donor services through the cultivation and expansion of new and current donor relationships and services, as well as through quality relationships with all constituents of the Midland Area Community Foundation. He/she assists in formulating ideas, marketing strategies and programs that will strategically enhance the areas of fund development, donor development, and donor education.

### **PRIMARY RESPONSIBILITIES**

1. Maintain a broad understanding of Midland and Gladwin Counties and use this knowledge to build and maintain relationships with donors and potential donors to ensure donors' philanthropic objectives are met and their knowledge of the Midland Area Community Foundation and Midland and Gladwin Counties is broadened.
2. Develop and implement a comprehensive Foundation asset development plan in collaboration with the President & CEO that includes donor recognition, special events, annual giving, planned giving, and corporate sponsorships. Build, maintain, and cultivate professional relationships with individuals, professional advisors, and nonprofit organizations.
3. Responsible for proposing, achieving, and documenting progress toward development and goals regarding growth in: total contributions; additions by existing donors; discretionary and other endowment assets; donor participation and donor satisfaction; professional advisor and donor referrals; and contacts with donors and prospects. Is involved in other organizational functions throughout the community as needed.
4. Provide planned giving expertise to current donors, professional advisors, nonprofit organizations, and prospective donors for the purpose of establishing legacy gifts to the Foundation. Continued development of a process for determining community needs within our service area, and maintaining and updating the process periodically.
5. In collaboration with staff, design and implement briefings and educational opportunities for donors to learn more about designated funds and the charitable needs in Midland and Gladwin Counties. Develop close contact with organizations that receive funding, or potentially could receive funding, including providing information about the grant making programs of the Foundation, making site visits, and providing technical assistance when appropriate.
6. Provide input and direction on marketing materials, publications and communication strategies that enhance donors' understanding of the community and MACF, promote the development of assets, and support the development efforts of MACF.

7. Oversee donor service activities to ensure donors receive top quality service and accurate information.
8. Act as donor ombudsman, representing the donor's point of view and acting as their voice in decisions regarding donor services. Receive, monitor and appropriately process all donor issues. Take necessary actions to assure that each concern receives prompt attention.
9. Serves as the volunteer coordinator. Oversees the volunteer effort at MACF, including volunteer recruitment, orientation, and training. Does scheduling and database tracking in concert with the administration assistant.
10. Develop and maintain broad knowledge of all MACF Funds.
11. Develop and maintain an efficient tracking system of prospective donors and, in collaboration with Foundation staff, ensure all gifts are properly documented.
12. Develop strategic relationships with members of the Foundation, nonprofit organizations, business and community leaders in continued efforts to better the community.
13. Represent the Midland Area Community Foundation at key community events, participate in Foundation events and make presentations to service organizations to generate new donors and support.
14. Perform other functions as assigned by the President.

<b>KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS REQUIRED</b>
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1. Bachelor's degree in business, finance, marketing or related field.
2. Minimum of five years prior fund development experience (including grant writing, planned giving, and major gifts).
3. Highly developed oral, written and interpersonal communication skills and ability to effectively interact with donors, committees, employees, professional advisors, and community-at-large.
4. Computer skills, including proficiency in all components of Microsoft Office and donor management data base software.
5. Highly motivated with demonstrated initiative to produce results, able to work with minimum supervision.
6. Understanding of the role of philanthropy in the community and a passion for making the community a better place to live and work.
7. Ability to analyze budgets, financial statements, balance sheets.
8. Ability to effectively plan, organize, research and interpret data required.
9. Outstanding organizational skills; ability to plan and prioritize projects in order to meet multiple demands of Foundation.
10. Willingness to learn new information/techniques to flexibly deal with changing demands and willingness to work until job is complete.
11. Personality compatible with being attentive, caring and helpful with all MACF board members, clients, donors and the general community.
12. Additional expectations include professional attitude, team player, follow-through, attendance, organizational loyalty and confidentiality.