

## Community Foundation for the Central Savannah River Area (CFCSRA)

**Job Title:** Director of Development and Donor Services

**Reports to:** President/CEO

### **SUMMARY:**

The Director of Development and Donor Services works to grow our community's charitable resources in a manner consistent with the mission of the Community Foundation for the CSRA (CFCSRA). This position is responsible for working with the President/CEO in the asset development and promotional efforts of the organization. A primary focus is meeting the needs of new and existing donors and fund representatives, including ensuring that their work is in accordance with established legal and operational best practices of the field.

Generating charitable opportunities among these constituents requires a highly motivated and reliable professional who possesses excellent communication and organizational skills.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Develop and implement strategies to increase assets under management and improve services to existing fund holders, regularly reporting on progress to the President/CEO and Board of Directors.
- Develop and maintain strong relationships with current fund holders and potential donors.
- Assist potential donors and their professional advisors in establishing funds and facilitating the transfer of assets into the Foundation.
- Receive, interpret, implement, communicate and document donor wishes, plans and actions, including drafting fund agreements and amendments.
- Serve as the primary contact for prospects and inquiries from potential donors.
- Oversee the CFCSRA's donation receipt procedures, ensuring high levels of industry and legal standards, donor satisfaction and operational accuracy.
- Prepare all information materials and reports to donors, prospective donors and professional advisors.
- Manage the development and maintenance of systems for record keeping and communication with donors, prospects, and professional advisors.

- Responsible for donor, prospect, and professional advisor related content on the website, including planned giving.
- Perform regular outreach to professional advisors regarding the services available to their clients through the CFCSRA.
- Perform research on legal and operational issues as necessary.
- Represent the CFCSRA at community, donor, philanthropic and professional advisor functions as needed.

#### **QUALIFICATIONS AND SKILLS:**

- Minimum: Bachelor's degree; advanced degree a plus. At least five years of professional experience in development, legal, or financial services field; preferably consisting of cultivating, soliciting, and stewarding clients. Nonprofit experience a plus.
- Professional record for providing client services while adhering to very high standards of service excellence, responsiveness, and integrity.
- Demonstrated high level of initiative and responsibility to manage a variety of projects from start to a successful and timely conclusion. Must possess the ability to manage and coordinate multiple projects simultaneously. Other key traits include being well organized, self-motivated, and flexible in adjusting to changing circumstances.
- Proven ability to effectively interact with existing and prospective donors, community leaders, professional advisors, and representatives from non-profit organizations.
- Must exercise discretion with highly sensitive and confidential information and demonstrate good judgment in working with a diverse donor and prospect population.
- The ability to take a proactive role in team efforts, promote cooperation and collaboration between team members and encourage open communication in multidisciplinary teams.
- Superior verbal and written communication skills and the ability to present effectively to small and large audiences.
- Proficiency with MS Office and ability to learn proprietary community foundation software.

This is a full-time position. Salary is commensurate with experience and qualifications.

*It is the policy of the CFCSRA to provide equal employment opportunity to all employees and applicants, regardless of an individual's race, sex, sexual orientation, color, religion, age, disability, or national origin.*

**To submit an application for this position**, log onto [www.ourfundraisingsearch.com](http://www.ourfundraisingsearch.com) and submit your resume and cover letter. No phone calls or visits, please. If you have application questions, please email them to [ourfundraisingsearch@gmail.com](mailto:ourfundraisingsearch@gmail.com).