



**COMMUNITY
FOUNDATION**

of

ORANGE and SULLIVAN

JOB TITLE: Director of Development

WORK HOURS: Full Time 8:30 a.m. – 5:00 p.m. general schedule, with evening and early morning presentations to individuals, constituent groups, and attendance at community events. Ability to flex time based on weekly schedule and obligations of the position.

PRIMARY ROLE: To enhance overall fund development and fundraising efforts of the Community Foundation of Orange and Sullivan

GENERAL DESCRIPTION:

The Director of Development is responsible for the asset development of the Community Foundation of Orange and Sullivan. It is expected that donor cultivation and solicitation, relationships with professional advisors and a strong planned giving program will be used to grow current and future assets. They will work with the board of directors, professional advisors and volunteers to plan, structure, implement and monitor an effective development program that will increase endowed and non-endowed assets, develop and maintain good relationships with nonprofit organizations, and steward current and prospective donors. The Director of Development is responsible for meeting annual performance benchmarks to be established that support the annual budget, strategic plan, and marketing plan.

Primary Qualifications:

Minimum of three (3) years of experience in fund development and proven track record of fundraising, stewardship, working with donors and volunteers *or* related experience.

Primary Job Responsibilities:

- Supports the Foundation's responses to all inquiries from prospective and current donors and from the general public. Develops and presents tailored presentations to prospective donors, nonprofit organizations, civic organizations and community organizations.
- Ensures ongoing stewardship with all donor fund representatives, President's Circle members, current and founding board members, volunteers and other key stakeholders.
- Coordinates the annual fundraising activities and events of the Foundation including the Annual Reception, Hudson Valley Gives, Donor & Volunteer event, Scholarship Receptions and other opportunities as they arise.
- Develops draft fund agreements with guidance of President and CEO, maintains detailed documentation on outreach to donors and provides detailed and timely follow-up to donors.
- Coordinates special events for prospective or current donors and professional advisors that promote general community philanthropy awareness or donor education
- Serves as staff liaison to Development Committees, Special Events Committee, and Professional Advisors Council

- Provides weekly written progress report to President and CEO and monthly reports to Board of Directors and Executive Committee

Professional and Technical Qualifications:

- Excellent written, oral and customer relations communication skills
- Strong computer and technology skills (Microsoft Office Suite, Adobe PDF, WordPress, Constant Contact, etc.) Experience working with a database or project management software is not required but preferred.
- Excellent data analysis skills and strong attention to detail
- Knowledge of business communications, including mail merges, meeting minutes, letter formats, telephone, email, etc.
- Knowledge of office procedures

Personal Characteristics:

- Commitment to serve the community
- Professional image, positive, upbeat and enthusiastic
- Courtesy, friendliness, good diplomacy and tact
- Creativity and self-starter
- Effective interactions with all stakeholders when representing the Community Foundation
- Flexibility within a changing and sometimes stressful environment
- Good judgment and decision-making capabilities
- Discretion, commitment to confidentiality, effectiveness and efficiency
- Strong multi-tasking with capacity to cope with interruptions
- Dependable and punctual
- Ability to take direction, establish priorities, proceed with objectives, work as a team player

Salary information available upon request. A full benefit package including health insurance included as well as opportunities for professional development.

CFOS is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by Federal, State, or local law.

Community Foundation of Orange and Sullivan is a 501(c)(3) public charity. For more information, visit our website at www.cfosny.org

If interested, please submit a cover letter and resume to Elizabeth Rowley at elizabeth@cfosny.org No phone calls, please.