



## **Director, Development & Philanthropic Services**

**Department:** Revenue Generation and Business Development

**Reports to:** Chief Revenue and Business Development Officer

### **MISSION:**

Fairfield County's Community Foundation (FCCF) promotes philanthropy to build and sustain a vital and prosperous community where all have the opportunity to thrive.

### **BACKGROUND:**

FCCF is the third largest community foundation in Connecticut with assets of approximately \$220 million. FCCF manages over 600 charitable funds and raises \$20 million annually from diverse donors to support a variety of charitable interests. Contributions can be made for the general benefit of the community or designated to a specific purpose, casus or nonprofit organization.

### **POSITION SUMMARY:**

Working closely with the Chief Revenue and Business Development Officer (CRDBO), the Director of Development and Philanthropic Services strategizes and executes the overall fundraising and business development plan for the Foundation, ensuring that organizational fundraising goals of approximately \$20 million annually are achieved to empower the organization to maximize its impact on the community.

The Director of Development and Philanthropic Services is responsible for advancing a comprehensive donor moves management program, incorporating manager-level and higher staff members, the Development Committee, Board of Directors and members of our Professional Advisors Councils as important donor stewards and relationship managers (RMs).

The Director of Development and Philanthropic Services is the Community Foundation's lead major gifts team member and will maintain a significant portfolio of major donors. They will train, supervise and support RMs in their efforts to retain and attract new donors to grow the size and impact of the Foundation and continue to advance the Foundation's role in community leadership and impact.

This role integrates and leads the execution of annual Fund Development activity such as donor and prospects events, targeted donor communications, and other strategies to grow support for the Foundation's Community Impact Fund, key community impact programs, and also attract new Fundholders.

The Director of Development and Philanthropic Services will have a mix of nonprofit development experience, knowledge of charitable funds management, and skills to provide leadership, guidance and support across the organization focused on creating cross departmental participation in fundraising, revenue generation and innovative business development efforts.

**KEY RESPONSIBILITIES:**

- Partners with CRBDO, Director of Planned Giving and Philanthropic Services and Director of Marketing and Communications on creating annual revenue budget and development strategies including major individual gift, corporate and foundation solicitations, RM assignments, donor stewardship activities and communications, donor prospecting strategies and associated events;
- Works closely with CRBDO to provide monthly cultivation, stewardship and solicitation meetings and phone calls
- Acts as a reliable counselor, strategist and enthusiastic, persuasive and passionate spokesperson on behalf of department and organization as a whole
- Personally maintains a major donor portfolio, including Community Impact Fund donors and charitable fundholders
- Makes major gift solicitations from \$5,000 to over \$100,000 for our community impact work
- Cultivates and establishes new Charitable Funds (i.e. Donor Advised, Scholarship, Agency) ranging from \$50,000 up to \$3 million+, while stewarding existing fundholders to achieve and exceed annual fundraising goals
- Develops and implements strategic fundraising campaigns for key FCCF Community Impact Programs and Initiatives (Community Impact Fund, Center for Nonprofit Excellence, Thrive by 25, The Fund for Women & Girls, Fairfield County's Giving Day) to sustain and increase organization impact and competitive grantmaking capacity
- Expands major donor base through identifying, cultivating, soliciting and stewarding current and prospective major donors and fundholders (individuals, foundation and businesses)
- Leads a Moves Management Program across the organization
- Supervises Fairfield County's Giving Day fundraising elements and related fundholder communications
- Leads implementation of Giving Day donor conversion plan to cultivate and secure new donors to the Community Foundation
- Collaborates with CRBDO and others to develop new vehicles to expand donor prospect pipeline and engage donors to fulfill philanthropic interests
- Board liaison for development efforts in partnership with CRBDO; attend Board and relevant Committee meetings
- Works closely with the Communications team to develop donor-centered print and digital marketing materials and communications
- Oversees all donor communications, including gift acknowledgement letters, newsletters, etc.

**QUALIFICATIONS:**

- Bachelor's degree and at least 8-10+ years of experience
- Increasing levels of responsibility and success in nonprofit development; an emphasis on providing service to high net worth individuals is vital. Experience in Fairfield County, Connecticut strongly preferred
- Demonstrated success in identifying and cultivating major donor prospects, and in securing major gifts, including face-to-face solicitations
- Extensive fundraising campaign experience
- Experience with charitable funds management strongly preferred
- Proven ability to be persuasive and motivate others
- Strong written and verbal communication skills, including the ability to effectively collaborate with all key stakeholder audiences (internal and external)
- Highly developed relationship-building and listening skills; ability to easily connect and form long-term relationships
- Excellent organizational, prioritization and follow-through skills and attention to detail
- Comfortable with public speaking
- Effective problem-solving and trouble-shooting skills
- General knowledge of fund investments and the financial services industry; ability to effectively synthesize and translate technical content to donors and prospects
- Once established in the position, must display working knowledge of various charitable fund types within the Foundation and the ability to effectively apply processes and tools to individual circumstances.

**TECHNICAL SKILLS:**

- Proficient in the MS Office Suite (Word, Excel, Outlook and PowerPoint)
- Proficient in CRM capabilities (experience with Foundant preferred)
- Working knowledge of FIMS (our historical CRM), including basic to intermediate reporting capabilities a plus, but not required
- Ability to self-support for basic computer and administrative functions.

Fairfield County's Community Foundation respects diversity and accordingly is an equal opportunity employer that does not discriminate against employees or applicants because of race, color, religious creed, national origin, citizenship status, ancestry, age, disability or handicap, present or past history of mental disorder, sex, sexual orientation, marital status, gender identity or expression, veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws. We are dedicated to ensuring the fulfillment of this policy with respect to the recruitment, hiring, placement, promotion, transfer, training, compensation, and benefits of applicants and employees.

Send cover letter and resume to [recruiting@fccfoundation.org](mailto:recruiting@fccfoundation.org)