



**Position Title:** Development Officer

**Reports to:** President/CEO

The Community Foundation of Lorain County is a public foundation established in 1980 with income from endowment funds contributed by individuals, families, businesses, and nonprofit organizations. The Community Foundation is an open and inclusive anchor institution that works to improve the quality of life for those living and working in Lorain County, Ohio. It responds to the changing needs of the community by making grants to local nonprofit organizations and giving scholarships to help local students. In 2017, the Community Foundation received over \$5.8 million in gifts, distributed over \$6 million in grants and scholarships, and ended the year with assets of \$138 million.

The Foundation is seeking a dynamic individual to serve in the essential role of Development Officer. The successful candidate will lead the Foundation's efforts in all areas of Business Development. This individual will design and implement an advancement strategy to build donor relations and increase the Foundation's endowment. The successful candidate will have exceptional organizational and people skills, excellent written and oral communication skills, a strong work ethic, and a zealous attention to detail.

### **J O B   R E S P O N S I B I L I T I E S :**

- A. Directly oversee development and implementation of the Foundation's Advancement strategy.
- B. Manage and implement a major gift program to include prospect relationship management.
- C. Manage and implement a planned giving program focused on generating bequests.
- D. Manage and implement a strategy to build and strengthen relationships with financial professionals.
- E. Manage and implement a strategy to build relationships and solicit endowment building with nonprofit organizations and businesses
- F. Research and make recommendations regarding handling of unusual donations or Funds.
- G. Communicate effectively with Foundation staff. Provide insight, background, and preparation for CEO prior to significant donor events and engagements.
- H. Develop and make presentations to various local groups and businesses.
- I. Maintain state-of-the-art knowledge in the field and work with CEO to share knowledge with the Board and staff.
- J. Serve as staff liaison to Board committees as assigned by CEO.

- K. Research, prepare, and present required and special reports for the CEO and Board regarding Fund and asset development.
- L. Represent the Foundation at community events and civic forums.
- M. Serve as a member of the CEO's management staff participating in the development and implementation of Foundation's strategic plan.

**QUALIFICATIONS :**

- Demonstrated commitment to the Foundation's Mission and Values.
- Undergraduate degree required, advanced degree preferred.
- Experience with and dedication to a high level of customer service.
- In-depth understanding of sophisticated gift planning techniques and applicable tax/legal ramifications.
- Strong computer skills: word processing, spreadsheets.
- Strong interpersonal skills: demonstrated trust and ability to establish effective relationships with all types of people.
- Demonstrated attention to detail and accuracy, timely work ethic, and ability to develop an idea, communicate it effectively, and see it through to completion.
- Willingness to handle flexible hours including some nights and weekends.
- Effective written and oral communication skills; stand-up presentation skills.
- An exhibited positive attitude.
- Ability to work with a team and with diverse groups of people.
- Demonstrated commitment to philanthropy and community service.
- Ability to discreetly handle confidential information.
- Demonstrated organization skills and ability to manage multiple deadlines and tasks efficiently and effectively.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

**Compensation:** Within the range established for this position, salary will be commensurate with qualifications and experience and includes a competitive benefits package. This position is full-time and includes an attractive benefit package.

**To Apply:** Business Advisory Services is assisting in this search. Interested candidates should send a confidential cover letter and resume to Business Advisory Services:  
[shirley@businessadvisoryservices.net](mailto:shirley@businessadvisoryservices.net)

**The Community Foundation of Lorain County is an Equal Opportunity Employer**

**Applications accepted until close of business on Friday, February 1, 2019**