



Connecting People Who Care with Causes That Matter

Position Title: Development Officer

Position Type: exempt, full-time

Reports to: President/CEO

Salary Range: \$70,000 to \$85,000

PURSUING DIVERSITY, EQUITY, INCLUSION & BELONGING:

We are committed to ensuring a vibrant, just and equitable Lorain County that supports everyone. We will harness the diversity of our resources and intentionally listen, learn and respond to the needs of the community to advance Diversity, Equity, Inclusion & Belonging in our organization and grant making.

CORE VALUES:

- **EXCELLENCE** Providing the best service to all
- **BELONGING** Intentionally pursuing Diversity, Equity, Inclusion & Belonging for all
- **COLLABORATION** Working together for the betterment of the whole
- **LEADERSHIP** Proactively addressing community issues to build stronger leaders and more inclusive and equitable communities
- **LEARNING** Providing education about philanthropic opportunities and pursuing knowledge to contribute to the advancement of the Lorain County community

JOB CONTENT:

Lead the Community Foundation's efforts in all assets of Business Development. Design and implement an advancement strategy to build donor relations and increase the Community Foundation's endowment.

RESPONSIBILITIES:

- Directly oversee the development and implementation of the Foundation's Advancement strategy.
- Manage and implement a major gift program to include prospect relationship management.
- Manage and implement a planned giving program focused on generating bequests.

- Manage and implement a strategy to build and strengthen relationships with financial professionals.
- Manage and implement a strategy to build relationships and solicit endowment building with non-profit organizations and businesses
- Research and make recommendations regarding the handling of unusual donations or Funds.
- Communicate effectively with Community Foundation staff. Provide insight, background, and preparation for CEO before significant donor events and engagements.
- Develop and make presentations to various local groups and businesses.
- Maintain state-of-the-art knowledge in the field and work with the CEO to share knowledge with the Board and staff.
- Serve as staff liaison to Board committees as assigned by the CEO.
- Research, prepare and present required and special reports on fund and asset development for the CEO and Board.
- Manage and Represent the Foundation at community events and civic forums.
- Serve as a member of the CEO's management staff, participating in the development and implementation of the Community Foundation's strategic plan.
- Provide leadership and management oversight for a Development Associate, ensuring effective support for the Community Foundation's advancement strategy and successful implementation of key initiatives.
- Co-lead Community Foundation events, such as Connect to a Cause, in collaboration with the Marketing and Communications department to enhance community engagement and donor relations.

QUALIFICATIONS:

- Strong commitment to the Community Foundation's values, including dedication to Diversity, Equity, Inclusion and Belonging efforts.
- Demonstrated experience in development.
- Demonstrated experience in delivering exceptional customer service within a philanthropic context.
- 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 across all community members.
- 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.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or associate degree or similar experience in an applicable discipline and a minimum of two years experience in fundraising and event management.

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 perform the job successfully. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

Community Foundation offers a competitive salary (\$70,000 to \$85,000) and a generous benefits package, including health benefits, paid time off and professional development.

Our Mission: We Connect People Who Care with Causes that Matter

Our Vision: Lorain County is a thriving community through giving.

TO APPLY: If you are interested in applying for this position, please submit your cover letter and resume as soon as possible to HR@peoplewhocare.org. This posting will remain active until filled.