



JOB POSTING

DEVELOPMENT DIRECTOR

Position Summary:

Under the direct supervision of the Executive Committee, the Development Director is responsible for the asset development of the Rockland Community Foundation (RCF). It is expected that donor solicitation and cultivation, relationships with professional advisors, and a strong planned giving program will be used to grow current and future assets. The Director of Development is responsible for meeting established performance benchmarks that support the annual budget. He/she will work with the Board of Directors, Advisory Board 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.

Candidate will be expected to work from a home based office, and travel regularly throughout the County to meet with fund holders, board members, civic/community/business leaders and grant recipients as required.

This is a full time position.

Primary Responsibilities

Fundraising and Communications:

- Expand revenue generating and fundraising activities to support existing program operations and special events
- Develop annual fundraising plan in conjunction with the executive committee
- Major gift/donor support
- Planned giving program - Implement legacy and bequest gifts program
- Develop and present tailored presentations to prospective donors, civic and community organizations
- Increase unrestricted contributions
- Establish new donor directed funds
- As primary liaison between donors and the RCF, maintain strong fund holder relationships through ongoing communication
- Leverage community-wide relationships to unveil new opportunities
- Deepen and refine all aspects of communications - from web presence to external relations with the goal of creating a stronger brand
- Assist in preparation of the annual report

Planning & New Business:

- Design the strategic business and annual marketing plans
- Build partnerships in new segments of the community, establish relationships with funders, political and community leaders
- Function as the 'face' of the Rockland Community Foundation in the community
- Attend charitable, business and civic events during the day or in the evening, as required

Board/Staff Interaction:

- Attend monthly Board of Director and executive committee meetings and provide updated D
- development reports
- Actively engage and energize RCF Board members and committees, partnering organizations and funders
- Direct/manage the activities of RCF's Administrative Assistant
- Recommend timeliness and resources to achieve the strategic goals that have been established in coordination with the Board of Directors
- Serve as staff liaison to the various Board committees
- Regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board and funders

Primary Qualifications and Expectations:

- Two years of experience in fund development in the non-profit sector
- Exceptionally strong organizational and project management capabilities; ability to multi-task.
- Working knowledge of and experience with budget management.
- Excellent written/oral communication and presentation skills
- Strong interpersonal skills
- Must be a self-starter and be able to manage time strategically as it pertains to prioritization of work load
- Must be a trusted team member and able to maintain confidential information
- Knowledge and use of customer/donor database and strong computer skills required;
- Knowledge and use of social media

For consideration, email resume and cover letter to: info@rocklandgives.org with subject line: Development Director Position. Application deadline: November 30, 2018.