



DIRECTOR OF RESOURCE DEVELOPMENT JOB DESCRIPTION

General Description

The Director of Resource Development (DRD) provides leadership, strategic direction, oversight, coordination and priority setting for the Resource Development team to further the engagement and retention of current and prospective fund holders and to foster long-term relationships with the Foundation.

The DRD must be a sophisticated relationship-builder who is able to adapt his or her communication style to work effectively with a wide variety of internal and external stakeholders with multiple priorities, including the President/CEO, Board of Directors and other members of the senior leadership team, as well as a very diverse set of fund development prospects.

The Director of Resource Development is hired by and reports directly to the President/CEO. The main responsibilities of the position are working with the President/CEO and Board of Directors to create fund development partnerships that increase the assets of the Foundation and market the Foundation's services to donors, foundations, corporations, professional advisors and others. Based on the duties and responsibilities described below, this is an **exempt** position. The responsibilities of this position include but are not limited to the following:

Resource Development Leadership

Develops and monitors strategic goals and objectives for resource development to ensure appropriate, organizationally effective and timely accomplishment of CFMC's mission.

Creates and leads the overall resource development strategy for individuals, corporations, and foundations, including major prospect cultivation, planned giving, and resource development events.

Seeks out and develops innovative funding partnerships with organizations that further the goals of CFMC.

Communicates a positive image of the CFMC to build confidence and trust with stakeholders and the public. Works to build and maintain support for the organization at the highest levels through collaborative partnerships and visible leadership.

Works in coordination with the Director of the Women's Fund on resource development activities.

Resource Development, Prospecting, Cultivation and Solicitation

Develops and maintains advanced prospect management and analysis systems.

Identifies new major prospects in order to increase the number and size of funds, expands the Foundation's pool of discretionary funds, and diversifies the relationship base throughout the county.

Cultivates major prospects and helps solicit current or planned gifts in collaboration with Board members, the President/CEO, and professional advisors.

Professional Advisor Relationships

Serves as one of the Foundation's primary liaisons with estate planning attorneys, CPAs, CFPs, trust departments, stockbrokers, and other advisors.

Works closely with advisors in helping individuals learn about ways to utilize the Foundation in their estate planning or current charitable giving.

Participates in meetings of the local fund-raising associations and estate planning councils.

Planned Giving

Oversees the Foundation's planned giving program, including the creation of remainder trusts and other planned giving vehicles.

Donor Relations

Oversees the Foundation's gift acknowledgment and donor recognition programs.

Learns the interests of current donor advisors and the overall workings and focus of the Foundation's competitive grant program.

Works with the Communications Officer to write or update marketing materials such as the Giving Guide, special flyers for new initiatives, and other materials to promote resource development at the Foundation.

Works with the Development Associate to plan and coordinate special events such as the donor advisor luncheon, Arts Fund and Environment Fund events, donor recognition events, private foundation events, Philanthropy Day, and the Board reunion.

When necessary, represents the Foundation at public events and makes presentations to donor groups, civic groups, and at other special events.

Grant Proposal Writing and Reporting

Oversees the full range of activities required to prepare, submit, and manage grant proposals to foundations and other sources.

When necessary, performs or coordinates prospect research on foundations and corporations to evaluate the prospects for grants.

Assists other departments to gather the information necessary to report to corporate/foundation funders on current grant programs.

Works with other departments to resolve issues and/or to develop creative solutions for grants or funding for a variety of donor requests.

Organizational Management

Participates in organizational planning, development, and assessment activities.

Participates in developing the annual operating budget, and oversees and reports on the progress of meeting budget projections.

Sets the standard for effective leadership and management by maintaining a high level of ethics, prudence, productivity and professionalism. Manages employees in a positive manner, working in areas that need improvement through training and counseling with a goal of developing more capable staff.

Has direct responsibility for the management, training, orientation, and annual evaluation of staff under her/his supervision.

Ensures that the annual performance reviews of direct reports are conducted in a timely manner.

Evaluates the performance of employees for compliance with established policies and objectives of the organization and for their contributions in attaining those objectives.

Coordinates the development of Individual Development Plans (IDPs) for each employee under his/her supervision to set reasonable goals for job-related professional development and to identify the training, coaching, or other assistance that may be needed to achieve them.

Models effective leadership to all CFMC staff.

Interprets and shares CFMC's vision, values and strategies.

Special Assignments

Assists the Board and the President/CEO as necessary in other tasks that promote the visibility and reputation of the Foundation in the community.

Qualifications

- At least five years of experience at the Director level leading development efforts in an entrepreneurial nonprofit environment.
- Bachelor's degree; Master's degree and/or CFRE desirable.
- Passion and commitment to CFMC's mission.
- Excellent judgment and initiative; strategic thinker; enthusiastic and entrepreneurial.

- Mature individual with ability to drive agenda forward by building strong internal partnerships with diverse groups of constituents.
- Proven experience and knowledge of the full spectrum of development, including planned giving, gift solicitations, stewardship, donor recognition and administration.
- At least five years of senior management and supervisory experience.
- Demonstrated success in networking to build creative and mutually beneficial business relationships within the corporate, public, and nonprofit sectors.
- Track record of working with corporate, foundation, individual, and government sources; proven ability to expand and cultivate donor relationships over time.
- Strategic, analytical approach combined with professionalism and charisma.
- Strong organizational skills, excellent writing skills and good public speaking skills.

APPLICATION PROCEDURE

- Submit a cover letter and resume as to HR@cfmco.org with the position title "Director of Resource Development" in the email subject line.
- For more than 65 years, the Community Foundation for Monterey County has connected the generosity of donors with community needs by making grants to organizations working to improve the quality of life in Monterey County. With assets of \$130 million, the Foundation has granted more than \$85 million since 1945. This past year, the Foundation, together with its fund holders, granted more than \$5 million to not-for-profit organizations. From strengthening grassroots organizations to assisting local art programs, from building healthy communities to supporting literacy, the Foundation continues to support Monterey County. We invite you to apply for a position to become a part of this exciting organization.
- Application deadline: open until filled.
- The Community Foundation for Monterey County is an equal opportunity employer.