



COMMUNITY FOUNDATION of Southeastern Massachusetts

DIRECTOR OF DEVELOPMENT **Position Description**

The Community Foundation of Southeastern Massachusetts, founded in 1995, strives to mobilize philanthropy by matching donors and resources with community needs for the benefit of our region. The Community Foundation serves thousands of people who share a common concern – improving the quality of life in Southeastern Massachusetts.

Since its founding, the Community Foundation has distributed more than \$23 million from 225 funds to a wide range of humanitarian, educational and cultural organizations in the region. As it enters its third decade the Community Foundation is going through a change in leadership and is seeking to build a staff to meet today's challenges while building a foundation for the future.

The **Director of Development** is a new position at the Community Foundation. The Director will provide overall management and direction for the Foundation's annual fundraising, marketing and communication efforts, as well as being the primary liaison to current and potential donors, businesses and private foundation funders. The Director will be responsible for raising a minimum of \$300,000 in operating dollars annually. The Director will also work closely with the President to attract and secure new funds with a focus on increasing the discretionary assets of the Foundation.

This full-time, exempt position is based in New Bedford, reports to the President and oversees the one part-time communications position.

The Director will be a member of the Leadership Team and along with the President will work closely with the Chair of the Development Committee, the Board Chair and the Board of Trustees. The Director will also have oversight of a part-time Communications Director.

A successful Director of Development at the Foundation will bring a strong passion for and understanding of the work of philanthropy, a love of Southeastern Massachusetts, a drive to elevate the current work of the Foundation, a deep commitment to teamwork and personal initiative, and a great sense of humor.

Specific responsibilities include:

- Build relationships with high-net worth individuals and directly solicit gifts for the operations and programs of the Foundation.
- Create and execute, with support from the President, a plan for engaging professional advisors and other resources in order to create pipeline of potential new funds, including donor advised funds, bequests, scholarships, field of interest funds and discretionary funds.
- Supervise the Communications Director and oversee all aspects of the Foundation's communications and marketing effort, including developing messaging to targeted audiences, collateral material development and sponsorship materials.
- Oversee the creation of a website that is an effective means for engaging the community, donors, fund advisors, and grant-seekers.
- Oversee all aspects the Annual Fund.
- Build a case for corporate support, develop relationships and solicit direct support.
- Write grants to select private foundations for sponsorships, project support and operating support. Conduct research on potential foundation funders and cultivate relationships with private foundations.
- Be responsible for the overall management of the annual Summer's Last Blast fundraising event, including sponsorships from individuals, businesses and corporations.
- Build long-term and lasting relationships with donors through the cultivation cycle of stewardship with special emphasis on building a donor recognition program.
- Be the staff support to the Board of Trustees Development Committee.
- Effectively use the foundations information management system (FIMS). Supervise staff in updating the systems on a regular basis. Provide reports to the President and Board as needed.

Minimum Requirements:

Education and Experience:

- Minimum 5 years' experience in fundraising/high-end customer service
- Minimum 3 years' management experience
- Foundation experience preferred
- Bachelor's degree preferred and/or relevant professional training

Skills/Qualifications:

- High level of comfort with diverse audiences
- Excellent Microsoft word, Excel, Power Point and Outlook skills
- Highly organized with ability to multi- task
- Excellent writing and public speaking skills
- Clear and effective communicator
- Team player
- Confidentiality
- A sense of humor

Other:

- Flexibility to work nights and weekends.

- Other duties as assigned.

Working Conditions:

Normal office conditions.

Please Note: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Application Process:

Please email your cover letter, including salary requirement, and resume to ivasconcellos@cfsema.org. We are only considering applications that submitted through email. Please name your documents as follows: LAST NAME – RESUME and LAST NAME - COVER LETTER.

Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

The Community Foundation of Southeastern Massachusetts is committed to the principles of equal employment opportunity and to compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, nation origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.

The Community Foundation of Southeastern Massachusetts is an Equal Opportunity Employer.