



Development Officer

Primary Duties and Responsibilities: The Development Officer is charged with developing and cultivating relationship with current and prospective donors and supporters of the foundation's philanthropic work in Clay, Sullivan and Vigo counties. This person will effectively create, oversee and continue to develop a comprehensive development program to achieve the short-term and long-term asset growth objectives of the foundation and that supports the mission. The Development Officer will oversee donor services and work closely with the Executive Director, Board of Directors, staff and volunteers to lead them in asset development activities. This person will be the senior fund raiser for the foundation reporting to the Executive Director.

Essential Job Duties

A. Engage in Asset Development

1. Identify, cultivate, solicit and build relationships with individuals located within or having connections to the Foundation's three county service area with a goal of increasing donations, contributions and major gifts.
2. Work with existing fund creators to increase understanding of the terms of the fund agreements, distribution policies, and other questions as they arise. Also work to resolve issues regarding better documentation of files, changes required by new laws and regulations and problems caused through fund inactivity.
3. Under the direction of the Executive Director and working within the strategic plan of the community foundation, help to create, refine and implement a development plan that incorporates long term goals, annual objectives including conducting an annual giving campaigns, developing and implementing a major and planned giving program and implementing a legacy recognition program.
4. Establish relationships with community members and organizations providing information about the Foundation
5. Fully utilize Foundation Information Management System (FIMS) for donor information.

B. Understand complex charitable gifts such as deferred giving, charitable remainder trusts, gift annuities, wills and bequests.

1. Keep informed of current trends, issues and activities in philanthropy
2. Use gift planning software

C. Lead the implementation of the Development Plan and support the development activities of the Executive Director and the Board of Directors

1. Develop and support a Development Committee in each of the three counties and work with the chairpersons in preparation for the committee's meetings and activities.
2. Serve as a resource and support to board members as they make donor contacts

3. Facilitate an increase in Board involvement in the Foundation's development process through board training and personal encouragements.
 4. Develop and oversee the implementation of individual prospect cultivation and donor development strategies for the Foundation funds and any new programs approved by the Board of Directors.
- D. Establish and implement an active program of group and individual meetings with attorneys, CPAs, trust officers, financial planners and other key influencers who work with potential donors.
- E. Work closely with other staff to develop appropriate marketing materials
- F. Coordinate fund development activities for other foundation-initiated programs and help share the management of any special fundraising, marketing or public relations event.
- G. Assure compliance with all relevant provisions of the National Standards for Community Foundations and the Ethical and Operational Standards for Indiana Community Foundations.

Preferred Qualifications and Experience:

- Demonstrated fund raising or business development experience with proven record of accomplishment of raising major gifts or growing new business from a diverse group of prospects
- Demonstrated capacity for balancing the fund seeking and service components of a development program.
- Demonstrated knowledge of and experience in planned giving, including successful experience with attorneys, CPAs, trust officers and financial planners
- Excellent verbal and written communication skills
- Strong interpersonal and networking skills with diverse constitution groups.
- Ability to work with and help involve present and former board volunteers in networking and cultivation of donor prospects
- Good sense of self with demonstrated qualities of integrity, loyalty, attention to detail, discretion and self-motivation
- Prior development or fund raising experience or its equivalent is required.
- Bachelor's degree and additional professional training in fund raising, marketing and/or public relations, or appropriate experience.
- Proficient at Word, Excel, PowerPoint and proven ability to learn new software as minimal secretarial support is provided
- Deep interest and love for the work.

Reporting Relationship: The Development Officer reports directly to the Executive Director.

Compensation: Salary commensurate with experience.

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DEVELOPMENT OFFICER– immediate opening for a key fund raising for a growing community foundation located in Terre Haute, Indiana. This is a new position created by organizational expansion. The ideal candidate will combine real experience in either fund raising or business and economic development with solid computer and strong communication skills who can be effective from the first day and work within tight deadlines. Please submit a cover letter resume, salary history and a list of references for consideration. Applications will be accepted until the position is filled. A full job description and further information are available at www.wvcf.com. Submission by email to beth@wvcf.com or to : Beth Tevlin, Executive Director, Wabash Valley Community Foundation, 2901 Ohio Blvd, Suite 153, Terre Haute, IN 47803