



Director of Development Position Announcement

The Community Foundation of Anne Arundel County (CFAAC) is in search of a seasoned professional to join the CFAAC team as its Director of Development.

About CFAAC

CFAAC's mission is to inspire and promote giving in Anne Arundel County by connecting people who care with causes that matter. We envision a vibrant and generous community that comes together to enhance the quality of life for all. Our role is to promote philanthropy, help to identify critical needs in Anne Arundel County, partner with donors to help them meet their philanthropic and financial goals, and promote collaboration to help strengthen local nonprofits.

CFAAC is in search of a Director of Development for our 501(c)(3) nonprofit community foundation based in Annapolis, MD. This full-time position plays an important role in the success of our fast-paced organization with a reputation for high-quality donor service and community partnership. As a highly respected and growing community foundation, we strive to increase our community impact to improve the quality of life for all residents of Anne Arundel County.

Our Ideal Candidate

CFAAC is seeking a fundraising professional who is energized by being a critical member of a dynamic team that is helping to increase philanthropy in Anne Arundel County. The successful candidate must have the following qualifications:

- Deep commitment to philanthropy and social good
- Proven professional success and 5 to 7 years of development/fundraising experience demonstrating initiative, self-motivation, and follow-through
- Technical and administrative self-sufficiency and high attention to detail
- Excellent organizational and time management skills
- Proficiency in Microsoft Office Suite and comfortable with quickly learning new software (Foundant, Community Suite, GLM)
- Exceptional verbal and written communication skills
- Ability and willingness to manage multiple tasks and priorities
- Congenial personality, sense of humor, self-aware, low-drama, flexible, resourceful, emotionally intelligent, confident, self-motivated, and results-oriented

- Ability to work as part of a team and maintain a keen sensitivity to confidentiality
- Ability to analyze and revise operating practices to improve effectiveness and efficiency
- Community Foundation experience a plus

Position Description

The Director of Development (DD) is a lead relationship and fund management position at CFAAC. The DD will be responsible for the planning, implementation, and execution of a development strategy to attract individual gifts, private foundation gifts, and deferred gifts for CFAAC. Reporting to the President and CEO, and working along-side the Director of Gift Planning, the DD is primarily responsible for developing, monitoring, sustaining, and leading relationships with:

- Current, new, and prospective donors and fund holders, including individuals, families, corporations
- Local professional advisors
- Private, corporate and family foundations
- Executives and leadership at nonprofits in Anne Arundel County.

The DD works closely with the President and CEO and the Director of Gift Planning on the creation and implementation of CFAAC's donor, fund holder and professional advisor education and engagement strategy, including the development of new programs, services, materials, and outreach. Additionally, the DD supports CFAAC's Grants and Scholarship efforts by managing ongoing relationships with fund holders to ensure that they receive high quality, donor-focused grant making services.

Development and Fundraising Responsibilities

- Participates in all aspects of the gift cycle – initiates contacts with potential leadership and major gift donors, develops appropriate cultivation strategies, moves potential donors in an appropriate and timely fashion toward fund creation, and maintains stewardship contacts with donors
- Works collaboratively with colleagues, volunteer leadership, and professional advisors (attorneys, wealth advisors, accountants, and trust officers) to cultivate and expand current giving by donors
- Oversees process of establishing new funds by assisting donors in selecting philanthropic interests that complement and enhance donors' goals
- Develops and implements the organizational strategy for donor, fund holder, and professional advisor education and engagement (i.e. Fundraising and Development Plan)

- Supports the giving interests and practices of our donors and fund holders, creating rewarding experiences and high impact results
- Solicits individual donors, corporations, foundations, and fund holders to participate in CFAAC's grant making programs and initiatives
- Plans, implements, and evaluates donor cultivation and stewardship events such as small gatherings, luncheons, cocktail events, and educational opportunities to build partnerships with donors
- Oversees CFAAC's fund and relationship management function, reviewing all funds quarterly to ensure that grant making and other activities for each fund are consistent with fund holders' interests and meets due diligence criteria
- Provides philanthropic advisory services to a portfolio of fund holders
- Oversees events and membership for the Anne Arundel Estate Planning Council, a group of tax, legal, insurance, and financial advisors who provide a forum for wealth planning professionals from various disciplines to exchange ideas, build relationships, and promote local philanthropy
- Maintains a broad understanding of Anne Arundel County's needs and the nonprofit community and uses this knowledge to maintain relationships with current, new, and prospective donors and fund holders
- Oversees the annual Celebration of Philanthropy Awards Luncheon and corresponding activities
- Participates regularly in community activities and events to enhance the image and position of the Community Foundation. Activities include speaking to groups, participating in civic engagement, and being immersed in the community, networking to foster the culture of philanthropy

Marketing Responsibilities

- In coordination with CFAAC's marketing and communications staff team:
 - Oversees the integration of new information and tracking systems, such as relevant databases
 - Prepares annual marketing and events plan and budget to support strategic plan
 - Implements the annual marketing plan, including the development, planning, and management of special events and the execution of other marketing activities
 - Manages and oversees the development of publications and marketing materials
 - Oversees management of CFAAC's digital presence, including its website, social media accounts, and e-newsletter

- Works with vendors including freelance writers, graphic designers, printers, and video production companies, photographers, and event venues
- Manages brand and looks for opportunities to position CFAAC in the community as an expert and thought leader
- Manages information and data that will sustain and grow relationships with donors, fund holders and professional advisor partners
- Other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Physical Demands/Work Environment

The work is performed primarily in an office setting.

Supervision:

The Director of Development reports to the President and CEO.

Salary and Benefits

Salary is competitive and dependent on experience. **This is not an entry level position.** A comprehensive benefits package includes health insurance, holiday, vacation, and sick leave. Simple IRA is available with a matching contribution after 90 days of employment.

We'd love to hear from you!

If this sounds like the job for you AND you have the skills and requirements listed above, then we are eager to meet you. Please submit a cover letter and a resume to Mary Spencer, President and CEO at mary@cfaac.org. Please put YOUR NAME, and Director of Development in the Subject Line.

CFAAC is an equal opportunity employer. We greatly value the diversity of individuals, ideas, perspectives, insights, and values, and what they bring to our mission, culture, and outcomes.