



Part-Time Development Director

North Dakota Community Foundation

Deadline: **Open Until Filled**

JOB DESCRIPTION

ORGANIZATIONAL AND POSITION BACKGROUND

The North Dakota Community Foundation (NDCF) is a statewide, charitable, IRS designated 501(c)(3) nonprofit corporation. NDCF currently manages over \$100 million in charitable assets with a mission to improve the quality of life for North Dakota's citizens through charitable giving and promoting philanthropy.

POSITION SUMMARY

The Development Director's primary responsibility is to provide fundraising and administrative support to the funds in their territory. This position will be primarily serving the Richland Wilkin Community Foundation based in Wahpeton, North Dakota.

REPORTING AND COLLABORATIVE RELATIONSHIPS

The Development Director reports to the President and CEO. The position also works collaboratively with all other office personnel.

PRIMARY RESPONSIBILITIES

Works closely with the President and other staff to:

1. Implement strategies in order to increase the Foundation's endowment;
2. Represent, communicate and promote the Foundation's mission and interests to donors and the communities of North Dakota;
3. Strengthen relationships with donors and communities and raise the Foundation's visibility/identity in order to increase contribution levels and further the mission of NDCF;
4. Represent donor interests within all aspects of NDCF; and
5. Ensure a strong relationship between NDCF staff and Board, and the Richland Wilkin Community Foundation Advisory Committee.

SPECIFIC DUTIES:

1. Represent NDCF and the Richland Wilkin Community Foundation to donors and the community at large, primarily in SE North Dakota.
2. Implement development strategies, and secure donations from donors and prospects.
3. Work closely with the President, Board, and Richland Wilkin Community Foundation Advisory Committee members to identify and develop new funding opportunities from various sources including individuals, foundations, and corporations.
4. Design and implement strategies for identifying and securing potential donors through professional advisors or third party providers (i.e. attorneys, estate planners, CPA's).
5. Provide current information and in-house expertise in estate planning and tax requirements/benefits.
6. Provide development, marketing and public relations technical assistance and training to the Richland Wilkin Community Foundation Advisory Committee.
7. Coordinate development, communications, marketing and public relations activities between NDCF and the Richland Wilkin Community Foundation Advisory Committee, donors, prospects, and the community at large.
8. Initiate and maintain fund raising, marketing and public relations campaigns.
9. Organize and manage any special fund raising, marketing or public relations events; represent the Foundation at such events.
10. Ensure high quality and timely reporting to donors.
11. Assist with development and marketing/communications materials, including the annual report, newsletters and brochures.
12. Develop and maintain files and computer based systems for identifying gifts, grants, donor prospects, and any marketing, communications or public relations activities.
13. Serve as a resource to the communities in Richland and Wilkin Counties on charitable giving and be responsible for networking with other foundations and donor groups.
14. Other duties as assigned by the President

QUALIFICATIONS

- Five years development experience preferred with a proven track record of raising major gifts from a diverse group of donors including foundations, corporations and individuals. Experience in community foundation development is a plus.
- Must have extensive “on the job” acquired expertise in fundraising techniques including planned giving, special events, grant proposal preparation, annual giving, direct mail, etc.
- Must be capable of analyzing complex and competitive environments in order to conceive, develop and implement strategies related to fund raising, marketing and public relations.
- Command excellent written and oral presentation skills. Function as a team player.

- Have strong public relations background and communication skills, and be able to relate easily with a wide variety of individuals.
- Minimum of a bachelor's degree with substantial professional training and/or experience in fund raising.

WORKING CONDITIONS

The successful candidate will operate in Southeastern North Dakota. The North Dakota Community Foundation currently has a central administrative office in Bismarck and satellite offices in Larimore and Dickinson, ND. The plan is for the new hire to work out of a satellite office in Wahpeton, North Dakota.

Duties will require work in a traditional office setting as well as travel to surrounding communities.

HOURS / WAGE

This is a permanent position expected to require 25-30 hours/week. Pay will be on an hourly basis with the rate dependent upon skill level and experience. No benefits are associated with the position at this time.

APPLYING

Please send your resume and cover letter to Deb@NDCF.net. If you have questions, please contact Kevin at 701-222-8349.

North Dakota Community Foundation is an equal opportunity employer.