



## **Director of Development Job Description**

### **About the Community Foundation for Northern Virginia**

The mission of the Community Foundation for Northern Virginia is to advance equity through philanthropy and community leadership. Its work is guided by a new five-year strategic plan centered around four pillars and will serve as an inspiration and road map for the organization's work and impact in the coming years.

Comprised of donor advised funds, permanent funds, giving circles, and other charitable endowments, the Community Foundation works to build a community that works for everyone. We believe that our community is stronger when all people are respected, welcomed, and invited to share their assets and contributions in community building. We work to bring about a more equitable and inclusive prosperity that marries our economic strength with the full breadth of our diverse community. We are wholeheartedly devoted to our neediest neighbors and most vulnerable and marginalized populations and work tirelessly to better meet their needs.

We are an Equal Opportunity Employer and provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, national origin, age, sexual orientation gender identity or expression, veteran status or disability. We encourage people from diverse backgrounds to apply.

**Title:** Director of Development

**Location:** Oakton, VA 22124

**Reports to:** Chief Philanthropy Officer

**Terms:** Full Time Exempt

The Director of Development is a critical member of the Foundation's Philanthropy Team, working toward annual operational goals and building on the Foundation's growing portfolio of donor advised and endowed funds. The right candidate will be comfortable moving through community spaces and organizations, using a blend of best practices and innovative thinking to craft cultivation, solicitation and stewardship strategies for donors, and working in tandem with the Foundation's Director of Donor Relations, to support the broader goals of the Foundation to advance equity through philanthropy and community leadership.

**Strategic Plan Growth Goals:** With the Chief Philanthropy office, responsible for meeting all growth goals of the Community Foundation's strategic plan.

### Operating Budget

- Strategize, Design and Implement unrestricted and annual giving programs to ensure that operating budgets and goals are met or exceeded each fiscal year.

### The Permanent Fund for Northern Virginia:

- Develop \$15 million in new contributions to The Permanent Fund between July 1, 2022 and June 30, 2025 (New contributions include both current gifts and today's value of planned gifts.)

### Donor Created Funds:

- Develop contributions (calculated as total annual contributions, less inter-fund transfers, less in-kind, less operating and Gala income) to existing and new donor established funds (DAF's, scholarship funds, designated funds, etc.) as follows:
  - FY 2023 Goal (12 months ending June 30, 2023): \$10,000,000
  - FY 2024 Goal (12 months ending June 30, 2024): \$10,000,000

### **Ongoing Fund and Asset Development Strategies:**

- Ongoing Donor Cultivation
  - Develop top 25 donor list and top 100 prospect list. Systematize cultivation, solicitation, and stewardship strategies with them
  - Convey asks, reports, and thanks to non-DAF donors throughout the year
  - Promptly contact Gala, Shape of the Region, and Insight Region launch event attendees for follow up meetings
  - Take donors on site visits to encourage ongoing engagement
- Permanent Fund
  - Plan and execute two Permanent Fund dinners/happy hours per year for existing donors
  - Brainstorm creative ways to continually promote and grow the Permanent Fund
- Donor Created Funds
  - Promote the Donor Created Funds program while working to increase the diversity of that pool to reflect the demography of Northern Virginia
  - Manage the process with the Philanthropy Team to move donor created funds from interested through creation
  - Ensure smooth hand offs of all fund donors to the Director of Donor Relations for further stewardship
- Gala
  - Assist with annual Gala fundraising efforts

- Family Giving Program
  - Promote the Family Giving Program to existing and new donors
  
- Professional Advisor Cultivation and Education
  - Manage and grow our network of Professional advisors through a multi-faceted program that includes:
    - Monthly Newsletters
    - Quarterly PA Happy Hours and/or educational events
    - Cosigned articles with PA's as often as possible
    - Participation in organizations like the Northern Virginia Estate Planning Council, Exit Planning Exchange, etc.
  - Recruit and onboard members of the Door Opener Society
  
- Corporate Engagement Strategy
  - Assist with the development and implementation of any new corporate engagement strategies or fund development strategies in connection therewith
  
- Special Projects as Assigned

**Qualifications**

- This position requires a Bachelor's degree.
- 4 + years experience with donor/customer/member service.
- Donor/customer/member relations or stewardship experience.
- Confident with managing processes around donor development and cultivation.
- Knowledge of Foundant CommunitySuite database or other donor/customer relations database required.
- High level of attention to detail
- Team player oriented, motivated to make a difference.
- Experience with legal and regulatory compliance issues related to community foundations and nonprofit grant making preferred.

**Salary: \$82,000**

**Benefits:**

- 4 Weeks PTO
- 401(k) Plan with Community Foundation Matching Contribution
- Health Insurance

**Interested candidates should submit resume and cover letter to**  
[Michael.jones@cfnova.org](mailto:Michael.jones@cfnova.org)