



DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Title: Director of Development

Location: Fairfax, VA 22030

Reports to: Chief Philanthropy Officer

Terms: Full Time Exempt

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.

Job Duties:

The Director of Development is primarily responsible for helping the Community Foundation meet its growth, fund and asset development goals in the 2022-2027 strategic plan through the development and solicitation of new donors. The Director will help direct the Community Foundation for Northern Virginia's asset development and fundraising activities, including the growth of donor funds, The Permanent Fund, the Gala, corporate support for Community Foundation operations, and the like. Through major gift asks, planned gift development, the development of relationships with professional advisors and prospective donors, campaigns, and events, the Director of Development will work closely with the Chief Philanthropy Officer and the Director of Donor Relations on all asset development and fundraising strategies. The Director of Development will solicit, cultivate and engage members of the Community Foundation Board to help meet strategic plan goals.

1. DAF Development:

- a. **Outreach to professional advisors:** This is the Director's primary DAF development focus. Continuously meet with / interface with PA's, make presentations and cultivate relationships with wealth planners, estate attorneys and other appropriate

- professionals. Participate in the Northern Virginia Estate Planning Council events to make new contacts and develop existing relationships.
- b. **Outreach to potential new donors** as developed by the Director and other Community Foundation staff.
 - c. **Create and manage the onboarding of new donor created funds**, including work with the Chief Philanthropy Officer and Director of Donor Relations.
2. **Permanent Fund Growth:** Help the Community Foundation grow the Permanent Fund for Northern Virginia including creating two to three social and educational events each year for our current and potential Permanent Fund donors.
 3. **Operating Budget Needs:** Work with the Philanthropy Team to identify and solicit prospects and plan strategies for general operating gifts and serve as a member of the Gala Committee to help identify and solicit Gala sponsorships and auction items. Develop new corporate partnerships that result in dollars for civic leadership initiatives and events.
 4. **Professional Development and Community Engagement:** Regularly participate in professional development opportunities as appropriate and participate with other groups and opportunities to increase both personal capacity and institutional presence in our region.
 5. **Marketing Tools:** Work with Community Foundation staff to develop marketing tools for all development initiatives and giving programs, as needed, including but not limited to regular newsletters, brochures and web copy.
 6. 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