

## Northern Indiana Community Foundation, Inc.

**Position Title:** Miami County Director of Development  
**Supervisor:** Executive Director  
**Location:** Miami County Office – Peru Indiana  
**Hours:** 40

**The Company:** The Northern Indiana Community Foundation, consisting of the Starke, Fulton, and Miami County Community Foundations, has the mission of improving the quality of life in our communities by assisting donors in fulfilling their charitable wishes forever. We have spent over 25 years serving our communities by promoting effective grantmaking, fostering philanthropy, stimulating community dialogue, and helping our donors achieve their charitable goals.

**Summary:** The Community Foundation is seeking a Director of Development for Miami County. This mission driven and community-oriented leader will be a highly skilled, motivated, team player with excellent communication skills. The Director of Development will be responsible for developing and maintaining relationship based fundraising programs, including but not limited to, Community Fund campaigns, major and planned gifts, giving circles and special events. The Director of Development will help coordinate the Foundation's strategies for donor engagement and stewardship and will serve as an ambassador within the community to increase awareness of the Foundation, its mission and opportunities for donor investment and involvement.

### **Essential Duties and Responsibilities:**

#### Donor Cultivation:

- Develop and implement strategies (annual giving, major and planned gifts, special events, etc.) to increase the assets of the Foundation and to improve services to fund founders; regularly reporting on progress to the Executive Director and County Service Committee.
- Cultivate and solicit gifts individually or jointly with Executive Director and/or Foundation staff and volunteers.
- Establish and maintain strong relationships with current fund founders and potential donors.
- Work collaboratively with colleagues and professional advisors (attorneys, wealth advisors, accountants, and trust officers) to encourage and expand current giving by planned gift donors.
- Oversee the process of establishing new funds by assisting donors in selecting charitable giving products that complement and enhance donors' charitable goals.
- Receive, interpret, implement, communicate, and document donor wishes, plans, and actions.
- Serve as primary contact for prospects and inquiries from potential donors.

#### Community Engagement:

- Represent the Foundation by participating 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 overall immersion in the community by networking to foster the culture of philanthropy.
- Initiate and collaborate with community leaders in investigating and addressing community needs.
- Plan, implement, and evaluate community and stewardship events such as small gatherings, luncheons, cocktail events, and educational opportunities to build partnerships with donors and/or community leaders.

- Plan, implement, and evaluate professional advisor educational outreach events to continually update and guide professional advisors in the charitable and planned giving arena and to update them regarding the services available to their clients through the Foundation.

Local Office Administration and Team Collaboration:

- Plan and prepare timely material for County Service Committee's quarterly meetings and attend both these meetings as well as NICF Board meetings.
- Encourage active board participation and facilitate board training and development.
- Collaborate with foundation staff in establishing, maintaining, and directing the following county committees: service committee, grants committee, and scholarship committee.
- Plan and implement special events to support donor development and community outreach.
- Assist foundation staff in maintaining accurate donor information and preparing mail invites/appeals.
- Collaborate with the Director of Marketing on media posts and all creative items including, but not limited to, brochures, marketing emails, campaign initiatives, special events, donor appeals, social media, etc.
- Expand philanthropic knowledge by attending educational conferences and workshops.

*The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.*

**Qualifications:**

- Bachelor's degree in relevant major preferred and/or equivalent training and experience in fundraising, nonprofit management, public relations, or sales.
- Experience working with nonprofits and/or volunteers, particularly in the areas of fundraising and donor development, is preferred.
- Strong leadership abilities.
- Excellent written and oral communications skills.
- Strong interpersonal skills and the ability to effectively interact with board of directors, donors, community influencers and co-workers as well as motivating and organizing volunteer committees. A team player.
- Demonstrate strategic thinking and capacity to see both the big picture and the detailed steps needed to achieve organizational goals.
- Exhibits unquestionable integrity and ethics. Ability to maintain confidentiality.
- Strong knowledge of the county and its people
- Demonstrates a sincere commitment and passion for the mission of the Foundation.
- Knowledge and experience in Microsoft Office programs including Word, Excel, Outlook, Publisher, and PowerPoint as well as the ability to adapt to new technology.
- Ability to travel as needed and attend evening and weekend events.
- Resides in Miami County