**Community Foundation of Greater Greensboro**

**Job Description**

**Position Title:** Development Manager

**Reports To:** Vice President for Development and Donor Engagement

**Overview:**

The Community Foundation of Greater Greensboro is a public charity dedicated to strengthening the greater community of Greensboro, North Carolina. Under the direction of a volunteer board of community leaders, the Foundation receives charitable funds from donors, invests those funds, distributes funds to charitable causes and provides services and grants to nonprofit agencies and the community.

The Community Foundation of Greater Greensboro is an equal opportunity employer.

To formally recognize our work in diversity, equity and inclusion, in 2018, CFGG adopted a Diversity, Equity, and Inclusion (DEI) statement, as follows:

“Our communities are diverse. They include people of all ages and abilities, creeds and religions, cultures, ethnicities, gender identities, national origins, races, sexual orientations, and socioeconomic backgrounds. To pursue our mission, we will embrace our diversity, create opportunities for equity, commit ourselves to fairness, and promote inclusion of all people.”

**Position Summary:**

The Development Manager will act as a key member of the Development & Donor Engagement (DADE) team, working primarily on managing the Public Art Endowment alongside the Public Art Endowment consultant, running the Community Foundation’s stewardship program, the Foundation’s planned giving program known as the Legacy Society, and staffing the Professional Advisors committee.

The Public Art initiative and endowment (PAE) was established in 2008 with a seed gift from Schell Bray in honor of the firm’s 25th anniversary. The endowment holds financial and artistic assets totaling nearly $1.5 million. The Development Manager will work alongside the PAE consultant and the endowment’s volunteer leadership group. PAE helps preserve and expand Greensboro’s sense of community by making possible the installations of significant public artworks throughout the city.

The Community Foundation of Greater Greensboro manages over 700 funds for the Greater Greensboro community. This position will create, update and maintain the Foundation’s stewardship programs to ensure that donors and fundholders are appropriately thanked and recognized throughout the year.

Legacy gifts to the Community Foundation provide permanent funding to address needs in our community and demonstrate the value of charitable giving for generations. This position will update, maintain and market the Community Foundation’s Legacy Society through supporting bequests and other charitable giving programs.

The Development Manager will also staff the Community Foundation’s Professional Advisors committee, made up of leaders in the financial services industry including but not limited to estate attorneys, CPAs and wealth advisors. Their mission is to encourage more charitable giving by individuals, families, and organizations in response to community needs, and to heighten awareness of the benefits of giving through CFGG within the professional community of advisors.

The Development Manager’s work will require an effective balance of program organization, monitoring program details, and timely, appropriate written and verbal communication with a wide range of people, in both one-on-one and group settings.

**Major Responsibilities**:

* Serve as liaison to the Public Art Endowment and their donors. The Development Manager will coordinate PAE initiatives, programs, meetings, and events.
* Responsible for the administration, operation, and budget of the Public Art Endowment.
* Support Public Art Endowment initiative endowment growth via fundraising and effective management of budgets.
* Work with Public Art Consultant to ensure successful art selection and installation events, including messaging, design and promotions, sponsorships, speakers, location, and amenities
* Coordinate with Public Art Endowment Chair(s) about agendas and assist Chair(s) to ensure meetings are effective and well-documented
* Assist in creation and implementation of CFGG stewardship programs (including recognition and acknowledgment programs, fund anniversary cards, newsletters, and gifts)
* Alongside the VP, Development and Donor Engagement, update and manage the organization’s Legacy Society program including maintaining records and recognition lists, updating marketing and communication materials, and creating and running meaningful cultivation events
* Meet regularly with donors and professional advisors to discuss the Foundation’s planned giving program including bequests, charitable gift annuities, charitable remainder trusts, charitable lead trusts, life insurance policies, and retirement account assets
* Provide support for Professional Advisors committee, including working with Chair on the quarterly agendas and meeting content, developing a continuing education program, participating in face-to-face meetings with advisors, creation of marketing materials and toolkits, and scheduling all aspects of committee meetings including notices, scheduling, meeting materials, IT needs and minutes
* Ensure a volunteer leadership pipeline is in place and that adopted protocols are met, including nominations and selections for all chair positions
* Communicate clearly and regularly with all stakeholders
* Updates gift and individual constituent records within CRM as needed
* Backup to accept and deposit donations (typically checks)

**Required Capabilities**:

Professionalism:

* Supports the mission, vision and strategic goals of the Foundation to serve both internal and external customers
* Conducts self in a professional manner
* Follows and supports Foundation policies and procedures
* Maintains appropriate professional appearance
* Evaluates own performance and assumes responsibility for professional development
* Maintains confidentiality
* Maintains current knowledge of all changes affecting area of work

Teamwork:

* Participates as a team member utilizing a collaborative style to achieve mutual goals
* Provides proactive, creative cross-functional thinking and ideas to enhance service to customers
* Demonstrates ability to work effectively with others
* Participates in meetings or committees as needed

Equity & Inclusion:

* Works effectively with individuals from diverse backgrounds
* Demonstrates an awareness of bias and works towards overcoming it

**Knowledge, Skills & Abilities:**

Required:

* Minimum of a Bachelor’s degree is required.
* Minimum of five years of experience in the development field for non-profit organizations or foundations; experience could include a combination of development, customer service, project management, and/or sales development
* Experiencing supporting nonprofit boards and other leadership committees
* Experiencing working within or alongside planned giving departments
* Deep interest in and commitment to the work of the Community Foundation of Greater Greensboro, with a demonstrated commitment to the Greater Greensboro area, its people and their concerns
* Strong interpersonal, organizational, time-management, networking and development skills with diverse constituent groups, with a demonstrated attitude toward inclusiveness
* Experience working within CRM software

Qualifications:

* Superior verbal and written communication skills, computer literacy (including most primary office software packages), and competency in public speaking
* Demonstrated ability to organize and coordinate several activities at one time
* Excellent conceptual and analytical skills; ability to research and analyze information
* Good sense of self with demonstrated qualities of integrity, loyalty, discretion, caring and self-motivation
* An ongoing commitment to training in both areas of soft skills and technical skills to maintain and improve current skills and knowledge