

ARKANSAS COMMUNITY FOUNDATION

JOB DESCRIPTION

Job Title: Regional Development Director

Reports To: CDO

Status: Regular exempt employee

Purpose:

Collaborate with members of the Development Team to plan and implement strategies to grow the assets of Arkansas Community Foundation. This position focuses on cultivating relationships with current and prospective donors to increase major gifts and endowments, as well as with professional advisors to increase referrals.

S/he will work with the Affiliate Executive Directors as needed for fund development, professional advisor outreach, and stewardship of donors. S/he will be expected to operate both independently and collaboratively in a manner consistent with the mission, philosophy, and practices of ARCF.

Principal Responsibilities:

- Assumes primary responsibility to conceive, coordinate and implement strategies for outreach to professional advisors.
- Implements development activities of ARCF to increase visibility among high net worth individuals
- Develops and implements plans for the identification of new donors
- Cultivates donors, stewards fundholders and solicits major gifts
- Writes complex documents such as case statements and major gift proposals as needed
- Provides short- and long-range strategic activities to create and implement asset goals
- Represents ARCF in the community and gives presentations
- Manages contacts within ARCF database and records all prospect and donor activity
- Works with Affiliate Executive Directors, Development Department, Chief Development Officer, and State Board to implement asset goals
- Provide assistance and training to Affiliates for local development efforts
- Prepares reports, as well as materials for Board meetings as requested

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Skill in organizing resources and establishing priorities
- Working knowledge of a variety of constituency and/or fund development methods
- Must be self-motivated, professional, and embrace high ethical standards
- Fifteen plus years of development experience with a proven track record of developing major gifts from a diverse group of donors
- Experience in planned giving and major gifts
- Ability to handle multiple tasks simultaneously