

COMMUNITY FIRST FUND TEAM MEMBER PROFILE

Date: 07/2020

Name: Vacant

Position/Title: Development Director

Department: Development Reports To: Vice President, Development

Salary Band: Management and Oversight

CHARACTERISTICS

- Organized/ Efficient
- Approachable
- Analytical
- Independent/ Self-motivated
- Adaptable and Strategic Leader
- Ethical
- Goal Oriented
- Conscientious
- Communicative
- Performs well in a fast paced work environment
- Supportive
- Curious
- Creative

SKILLS

- Excellent verbal and written communications skills. Demonstrated ability to express thoughts and ideas clearly and concisely, verbally and in writing, including writing and editing original material and the materials of others
- Strong analytical and problem solving skills; excellent judgment and the ability to make sound decisions within the scope of the position
- Strong project management skills
- Ability to multi-task and handle multiple deadlines with appropriate prioritization
- Ability to work effectively with racially and socially diverse individuals
- The ability to maintain a high degree of accuracy and attention to detail
- Excellent funding research and analytical skills
- Ability to work with senior-level managers and other colleagues in a professional manner, and to coordinate and prioritize projects across various departments to meet objectives within in specified deadlines
- High level of proficiency with Microsoft Products and the ability to work within database and reporting applications including analytical tools
- Spanish speaking preferred

EXPERIENCE

- Bachelor's degree in a relevant field such as Business, Fund Development, Human Services, English/English Literature or equivalent experience

- Eight-ten years direct experience in procuring grant opportunities; capabilities in grant research and writing, including the varied approaches required for governmental, foundation, corporate and individual fundraising
 - Knowledge of public and private sources of funding in PA, surrounding states, and nationally, especially those related to affordable housing, racial equity, social justice, social indicators of health, and economic development
 - Demonstrated success in procuring a variety of large and complex grants ranging from \$500,000 to \$5,000,000 from national philanthropy and public/government sources
 - Experience in supervising staff to effectively meet departmental goals, including grant application deadlines, and other project fulfillment.
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ROLE:

The Development Director at Community First Fund is charged with implementing all aspects of the organization's fundraising, grant writing and investor development activities in order to meet goals set forth in Community First Fund's Strategic Plan and Annual Capitalization Plan.

RESPONSIBILITIES:

1. Ensure that the goals for operating funds and loan fund resources meet the organization's resource needs in alignment with the Strategic Plan
2. Ensure sufficient and diverse funding, and support in funder relationship management
3. Supervision to the development department.
4. Individual, Team and Company Participation

EXPECTATIONS:

1. **Ensure that the goals for operating funds and loan fund resources meet the organization's resource needs in alignment with the Strategic Plan**
 - a. Manages the implementation of department organization's fundraising strategy and annual fund development plan to meet goals set forth in the Strategic Plan as guided by the Department head including grant writing, proposal execution and submission processes
 - i. Maintain and analyze comprehensive pipeline of funding opportunities
 - b. Coordinates internal reports and analysis of funder pipeline and fund opportunities in preparation of Development Committee and other communication with senior and executive management
 - c. Expands and maintains relationships with local, regional and national stakeholders; supports the funder relationship management processes
 - d. Manages the grants management and program implementation processes including internal communication and program rollout especially for those opportunities that require interdepartmental support.
2. **Ensure sufficient and diverse funding, and support in funder relationship management**
 - a. Research and cultivate funding opportunities
 - i. Public and private sources, corporations, foundations, individuals, and governmental agencies

- b. Manage and execute the planning, writing, and submission of grants, investments and funding proposals
- c. Expands and maintains relationships with funders as directed by Vice President of Development, including major foundations, corporations, and government agencies.
- d. Expand and maintains relationships with stakeholders and funders as directed

3. Supervision to the development department

- a. Provides day to day supervision, training and evaluation to designated members of the development department.
- b. Ensures all staff are adequately trained to perform requisite duties and has the resources needed to execute their responsibilities
- c. Adheres to supervisory requirements including recruitment, coaching, and other policy oversight.
- d. Provides inspirational leadership consistent with our mission

4. Individual, Team and Company Participation

- a. Quarterly Coaching Sessions and Annual Review Meeting
- b. Development Committee
- c. Department Meetings
- d. Supports other departments by providing reports and information as needed.
- e. Participate in training, assessments and surveys as directed
- f. Opportunities Meeting, Quarterly Business Meeting
- g. Loan Committee where directed
- h. Special Events Attendance & Support

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 25% of the time. Employee must hold a driver's license and able to drive, and able to travel outside of the office for meetings, conferences, client visits and other job-related commitments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The team member profile does not

constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.