



The Community Foundation of Muncie and Delaware County, Inc. encourages philanthropy, assists donors in building an enduring source of charitable assets, and exercises leadership in directing resources to enhance the quality of life for residents of Muncie and Delaware County.

Present Position Title – Development Officer

Employed by: The Board of Directors of The Community Foundation of Muncie & Delaware County, Inc.

Responsible to: Community Engagement Officer

Status: Full-time; Non-Exempt

Purpose of Position: To serve as the primary staff person for asset development efforts of The Community Foundation. The Development Officer will work with the Community Engagement Officer, President, Board of Directors, volunteers, and independently to strategically increase the principal assets of the Foundation.

Principle Responsibilities:

1. Implement and manage a comprehensive, proactive development plan created as part of the strategic plan approved by the Board of Directors.
2. Asset Development and Donor Relations:
 - a. Engage the Board, volunteers, and professional advisors in the development work of the Foundation.
 - b. Expand and enhance Foundation donor relationships.
 - c. Cultivate, solicit, and steward gifts to the Foundation.
 - d. Assist nonprofit organizations in development efforts related to designated funds held at The Community Foundation.
 - e. Oversee and manage events related to development efforts.
3. Legacy Society:
 - a. Introduce planned giving options to donors.
 - b. Increase Legacy Society participation.
 - c. Steward Legacy Society members.
 - d. Keep up-to-date records of planned gifts expected to the Foundation.
 - e. Review matured planned gifts to ensure donor intentions are maintained.
4. Donor Advised Funds:
 - a. Work with programs team to identify grant opportunities to share with donor advisors through the donor advisor engagement program.
 - b. Annually review donor advisor grantmaking to encourage regular spending from inactive funds.
 - c. Monitor donor advisor legislation at the state and federal level to prepare the Foundation for changes to policies and procedures.
5. Scholarship Fund Donors:
 - a. Provide annual updates to scholarship donors on their funds.
 - b. Meet with scholarship donor voters to review voting data.
 - c. Report on scholarship recipients to scholarship donors.

6. General Administration:
 - a. Participate in fund setup procedures, including creating fund agreements.
 - b. Participate in fund management procedures for funds utilizing the Acorn Society and newly established funds.
 - c. Support program staff in donor relations and stewardship activities related to grantmaking funds and scholarships.
7. Assist with process improvements for development and engagement activities related to the current strategic plan.
8. Provide assistance and/or regular written or electronic reports to staff, Board and committee members, and the general public as required.
9. Perform other duties as assigned, maintaining positive and cooperative work relationships within the office and with all associated with the Foundation.
10. Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities.
11. Adhere to the Ethical and Operational Standards for Indiana Community Foundations.

Requirements Include:

Knowledge

Minimum:

- Bachelor's degree in an appropriate field of study
- Three years of successful work experience in asset development or fundraising
- Knowledge of planned giving and major gift acquisition tools
- Basic knowledge of operating and financial principles related to nonprofit organizations
- Proficient knowledge of Microsoft Office products, especially Outlook, Word, and Excel

Preferred:

- Knowledge of financial and investment principles related to charitable endowments
- Knowledge of grant and scholarship processes and/or community foundation experience
- Experience working with volunteer committees
- Knowledge of additional software, including Microsoft Teams, OneNote, PowerPoint, and Foundant Technologies: Community Suite, and Asana

Skills and attributes

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills and ability to shift focus quickly
- Ability to initiate and cultivate relationships with prospective and existing donors
- Strong networking ability in a variety of situations

- High level of attention to detail
- Ability to effectively work independently and as a team member
- Record of integrity and dependability
- Professional demeanor
- Understand and maintain confidentiality
- Interest in improving the quality of life in Delaware County

Salary and Benefits:

- Compensation commensurate with salary standards and work experience in the range of \$50,000 - \$53,000.
- Group medical, dental, vision, life, and AD&D insurance offered
- 403(b) offered
- Paid time off, including sick, vacation, and holidays (11)

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.