



Position: Director of Development

Description:

The Director of Development (DOD) is a strategic and dynamic individual who leads and manages all fundraising and fund expansion activities for the Community Foundation of Jackson Hole (CFJH) in alignment with the strategic plan, mission, programs, and CFJH initiatives. The DOD will develop, in conjunction with the President, annual fundraising goals and execution plans. The DOD will work closely with senior staff, Initiative backbone leaders, and the Board of Directors (Board) to meet fundraising goals through individual giving, corporate and foundation grants, events, and expansion of the Donor Advised Funds (DAF) held at the Foundation.

The ideal candidate is an experienced fundraising professional and a passionate leader who holds and exhibits a commitment to community impact. This candidate has experience in engaging with and maintaining positive relationships with donors, board members, community leaders, peers, and colleagues.

Reports To: President

Primary Duties and Responsibilities:

➤ **Fundraising:**

- Work closely with the President and Board to develop overall fundraising strategies and goals that align with mission and strategic plan, provide fundraising performance reports, and offer fundraising training for the Board
- Design and implement annual fundraising plans for operations, CFJH initiatives, Old Bill's Co-Challenger pool, grants programs, and other strategic projects as necessary. Plans to include a timeline, goals and strategies to ensure fundraising goals and organizational cash flow needs are met.
- In coordination with the President and Board, cultivate, grow, solicit, and steward a portfolio of individual and institutional donors and prospects.
- Design, implement, and oversee fundraising portfolios of Foundation staff, including the portfolio assigned to the President. Ensure the portfolio management is strategic, follows moves management best practices, and is effectively tracked and organized through the CRM database.
- Ensure CFJH offers a well designed and implemented donor stewardship program that includes effective events and a planned giving strategy.
- Help identify and develop strategic funding partnerships that align with the organization's mission and vision and lead discussions related to expansion of revenue streams and maximizing the Foundation's fundraising role.
- Monitor and evaluate fundraising activities; prepare monthly and quarterly status updates and forecasts, track and report on fundraising outcomes.



- Ensure CFJH collects and maintains donor and prospect records and manages constituent records within CRM database according to best practices to support donor relationships and engagement.
- Work closely with the Communications Department to develop and execute effective donor communications and marketing materials across all communication outlets.

➤ **Department Leadership:**

- Develop and implement annual fundraising and DAF growth plans in coordination with the President, Finance Team, Board and Development team. Establish performance measures and evaluate outcomes.
- Serve as the primary liaison to the Board's Outreach and Development Committee.
- Create and manage the department budget.
- Create goals, timeline(s) and standard operating procedures for the Development Department.
- Provide mentorship, oversight and supervision for department staff.
- Work closely with the Operations Department to manage recruitment, hiring, onboarding, and training for all department staff.
- Review and recommend fundraising policies and ensure fundraising compliance requirements are met in partnership with President and COO.
- Serve as department's representative in organizational leadership conversations, ensuring departmental priorities and perspectives are considered, and cascade relevant information, decisions, and strategic direction from leadership to the development team in a clear and timely manner

➤ **Event Planning:**

- Oversee planning and execution of special donor events, in conjunction with the Outreach and Development Committee, including oversight of the implementation of Old Bill's CoChallenger events.
- Oversee and coordinate with colleagues the production of appropriate materials and signage to acknowledge, steward, and inform donors, prospects, sponsors, and hosts.

➤ **Data Management:**

- In coordination with staff, oversee the collection of data and maintenance of statistics on donor engagement, gifts, DAF management, planned gift commitments, Old Bill's outcomes, and the specific areas of restricted giving opportunities.
- In partnership with Operations Department, oversee maintenance of the donor database and other infrastructural resources needed for a strong fundraising program.
- Assemble and present data and statistics for reporting purposes and to build a compelling case for support.

➤ **VIP Coordination:**



- Develop and oversee the coordination and tracking of all “VIP-related” activity, including donor prospects, strategic partner prospects, and any initiative CFJH develops for community impact.
- Oversee the Foundation’s strategic support for donors and guests at CFJH events.

Other:

- Serve as a visible, professional representative of the organization.
- Support the Foundation’s effort to maintain informed and engaged staff, board, partners, and community at large.
- Participate in Board and Committee meetings as appropriate.

Qualifications:

- Minimum 7 years’ experience in donor development, major gift fundraising, and staff management experience in a non-profit setting.
- Proven ability to build and maintain donor relationships and close large donor gifts.
- Demonstrated success in designing and executing assigned duties at a high level of effectiveness.
- Competency and fluency with current computer technology and fundraising tools.
- High degree of proficiency in communicating both verbally and in writing.
- Travel may be required.
- Driver’s license is required.
- Knowledge of Jackson, WY funding community a plus.

Candidates we’re looking for:

You bring integrity, adaptability, and a collaborative spirit to your work. You communicate clearly, think critically, and take initiative while respecting and valuing diverse perspectives. If you’re stepping into a leadership role, you also foster trust, support and develop others, manage for performance, and think strategically to advance the Foundation’s mission and long-term impact.

Values:

The Community Foundation of Jackson Hole is a values-driven organization. Our work and our culture are driven by our core values:

- **Community:** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
- **Collaboration:** Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.



- **Connection:** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.
- **Compassion:** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

The Environment:

The Community Foundation of Jackson Hole has a mission of improving lives through philanthropic leadership. This includes acting as a leader, catalyst, and resource for our community. We make grants, provide excellent donor services, and ensure the sustainability of our philanthropic community. We do these things well because we listen hard to our community. We have committed to opening our minds to possibility. Our team is smart and flexible but that is not as important to us as our desire to create a supportive environment where we can make meaningful change. We talk things through and then we innovate and take action. We believe in integrity, mutual respect, and inclusivity. If this resonates, we've been waiting for you.

Salary starting at: \$115,000 + full benefits

To Apply

Submit the following to careers@cfjacksonhole.org by Thursday, December 11th

1. a cover letter outlining why you're a great fit for the role
2. your resume
3. three professional references, including at least one direct supervisor (*references will not be contacted until advanced stages of the interview process*)