



**Job Title:** Sullivan County Development and Engagement Officer

**Job Type:** Full-Time; Exempt

**Reports to:** Executive Director

**Summary:** The Community Foundation seeks to hire an individual for the newly created position of Sullivan County Development and Engagement Officer. The Sullivan County Development and Engagement Officer supports the Community Foundation’s mission of “engaging people, building resources and enriching lives.” As the Community Foundation serves Clay, Sullivan and Vigo counties, this particular individual will assist in the Community Foundation’s overall service efforts, but will primarily be dedicated to working within Sullivan County.

This mission driven and community-oriented individual will be highly skilled, motivated, and a team player with excellent communication skills. The Sullivan County Development and Engagement Officer will be responsible for developing and maintaining relationship based fundraising programs including, but not limited to: Community Fund campaigns, major and planned gifts, giving circles and special events. The Sullivan County Development and Engagement Officer will coordinate the Community Foundation’s strategies for donor engagement and stewardship, and will serve as an ambassador within the community to increase awareness of the Community Foundation, its mission and opportunities for donor investment and involvement.

**Essential Duties and Responsibilities:**

Donor Cultivation:

- Develop and implement strategies (annual giving, major and planned gifts, special events, etc.) to increase the assets of the Community Foundation and to improve services to fund founders; regularly reporting on progress to the Executive Director and County Service Committee.
- Cultivate and solicit gifts individually or jointly with Executive Director and/or Community Foundation staff and volunteers.
- Establish and maintain strong relationships with current fund founders and potential donors.
- Work collaboratively with colleagues and professional advisers (attorneys, wealth advisors, accountants and trust officers) to encourage and expand current giving by planned gift donations.
- Oversee the process of establishing new funds by assisting donors in selecting charitable giving products that complement and enhance donors’ charitable goals.

- Receive, interpret, implement, communicate and document donor wishes, plans and actions.
- Serve as primary contact for prospects and inquiries from potential donors in Sullivan County.

Community Engagement:

- Represent the Community Foundation by participating regularly in community activities and events to enhance the image and position of the Community Foundation. Activities include speaking to groups, participating in civic engagement and an overall immersion in the Sullivan County community by networking to foster the culture of philanthropy.
- Initiate and collaborate with Sullivan County community leaders in investigating and addressing community needs.
- Plan, implement and evaluate community and stewardship events such as small gatherings, luncheons, cocktail events and educational opportunities to build partnerships with donors and/or community leaders.
- Plan, implement and evaluate professional adviser educational outreach events to continually update and guide professional advisers in the charitable and planned giving arena, as well as update them regarding the services available to their clients through the Community Foundation.

Office Administration and Team Collaboration:

- Plan and prepare timely material for County Service Committee's meetings and attend these meetings as well as Community Foundation Board meetings.
- Encourage active board participation and facilitate board training and development.
- Provide assistance to the Sullivan County Giving Circles and their Steering Committees by providing materials and making other arrangements for the follow-up on collection of forms, contributions, pledges, notices of meetings and award presentations, agendas, minutes and follow-up actions.
- Collaborate with Community Foundation staff in establishing, maintaining and directing the following Sullivan County committees: service committee, grants committee and scholarship committee.
- Plan and implement special events to support donor development and community outreach.
- Assist Community Foundation staff in maintaining accurate donor information and preparing mail invites/appeals.
- Collaborate with the Marketing and Communications Associate on media posts and all creative items including, but not limited to: brochures, marketing emails, campaign initiatives, special events, donor appeals, social media, etc.
- Expand philanthropic knowledge by attending educational conferences and workshops.

*Note: The above list of duties is intended to describe the general nature and level of work to be performed. It is not to be construed as an exhaustive list of duties to be performed.*

**Qualifications:**

- Bachelor's degree in relevant major preferred and/or equivalent training and experience in fundraising, nonprofit management, public relations or sales.
- Experience working with nonprofits and/or volunteers, particularly in the areas of fundraising and donor development, is preferred.
- Strong leadership abilities.
- Excellent written and oral communications skills.
- Strong interpersonal skills and the ability to effectively interact with board of directors, donors, community influencers and co-workers, as well as motivating and organizing volunteer committees. A team player.
- Demonstrate strategic thinking and capacity to see both the big picture and the detailed steps needed to achieve organizational goals.
- Exhibits unquestionable integrity and ethics. Ability to maintain confidentiality.
- Strong knowledge of the county and its residents.
- Demonstrates a sincere commitment and passion for the mission of the Community Foundation.
- Knowledge and experience in Microsoft Office Suite, Google Workspace, WordPress and social media outlets. Must possess the ability to adapt to new technology.
- Ability to travel as needed, as well as be available for occasional evening and weekend events.
- Committed to the success of the Wabash Valley community.
- While not required, preference will be given toward an individual who resides in Sullivan County.

**Work Schedule:** Monday through Friday from 8:00 AM to 5:00 PM, with occasional evenings for Giving Circles and County Services Committee meetings. An occasional Saturday for Special Events. Time will be divided between the Terre Haute office and working within the community.

**Pay Rate:** Commensurate with education and experience. The Community Foundation has a comprehensive benefit package, including an employer-funded Cafeteria Plan and a 403b Retirement Plan.

**The Company:** The Wabash Valley Community Foundation, Inc., serves Clay, Sullivan and Vigo counties. Its mission is to engage people, build resources and enrich lives. The Community Foundation has been improving the quality of life in our communities by assisting donors in fulfilling their charitable wishes in perpetuity. We have spent more than 28 years serving our communities by promoting effective grantmaking, fostering philanthropy, stimulating community dialogue and helping our donors achieve their charitable goals.

**Job Type:** Full-time