



The Community Foundation of Howard County
Vice President of Donor Relations
Job Description

Mission & Community Role

The mission of the Community Foundation of Howard County (the “Foundation”) is inspiring life-long giving and connecting people, places and organizations to worthy causes across Howard County.

The Community Foundation of Howard County is the oldest community foundation in the State of Maryland. We are committed to helping people and organizations achieve their philanthropic goals.

History of the Foundation

Opened in 1967, the new town of Columbia was developed by the developer James Rouse to not only eliminate the inconveniences of then-current suburban sprawl, but also to eliminate racial, religious and class separation. James Rouse believed that government cannot solve all problems but the people closest to local needs are in the best position to address those needs. To effectuate that philosophy Mr. Rouse founded the Community Foundation of Howard County (successor in interest to the Columbia Foundation) in 1969 as the first community foundation in the State of Maryland.

Job Summary

The VP of Donor Relations will report directly to the Foundation’s President & CEO and will partner with staff and members of the Board of Trustees to raise funds for the Foundation, achieve strategic goals, to promote the mission and vision of the Foundation, and to integrate a fundraising perspective into all aspects of the Foundation’s programs and operations.

Immediate Priorities

The Vice President of Donor Relations’ immediate priorities are to:

1. Thoroughly understand the Foundation – its values, history, culture, traditions, the Howard County community, programs, personalities, constituencies and governance structure;

2. Understand the Foundation's base of financial support and the short and long-term funding requirements of all segments of the organization;
3. Develop strong relations with, and secure the trust and confidence of the President & CEO, key donors, members of the Board of Trustees, staff, community members, event planning and marketing consultants, and others critical to individual and institutional fundraising efforts;
4. Develop an understanding of various fund types; and
5. Immediately assess the "state of play" of in-process fundraising efforts and provide support for cultivation and solicitation of major individual and corporate gifts.

Overall Fundraising/Development

1. Support the creation of the annual Development Plan in collaboration with the President & CEO and the Development Committee to include individual, family foundations and corporate prospects with specific measurable goals and a primary focus on increased major gifts, a secondary focus on increased community giving and increased private foundation, corporate and corporate foundation support. These broad development goals will be translated into achievable steps.
2. Work with President & CEO to deliver upon the asset growth and revenue attainment goals as set in the Development Plan.
3. Develop a strategy and action steps for increasing operational revenue including, but not limited to, fundraising events, sponsorship, annual appeal or other initiatives.
4. In collaboration with the Chair of the Development Committee, develop agendas for meetings so that the committees can fulfill their responsibilities effectively; develop an annual calendar to address all crucial development issues in a timely fashion.
5. Write funding proposals, reports and letters to support development of annual and endowment gifts.

Donor Stewardship:

1. Develop and execute strategies for cultivating, soliciting, stewarding and recognizing current and new donors and volunteers. Translate broad goals into achievable steps. Help set and manage appropriate expectations.
2. Develop strong connections with donors to provide them with education about local needs and identify local nonprofits to be beneficiaries of their philanthropic dollars.
3. Work collaboratively with the Director of Programs to assure that information about the donors, their existing funds and other Foundation resources are clear and readily accessible.
4. Identify staff, Board and community members who will be actively involved in fundraising and clearly define their roles.
5. Assist the marketing and communications consultant and the Marketing Committee in the development of materials (on-line and published text and multi-media) that tell the Foundation story to donors, individual prospects, and corporate partners ensuring that these materials are distributed in a targeted, timely and consistent fashion.

6. Provide verbal and written information/presentations to Professional Advisors (i.e. estate lawyers, accountants, wealth managers).
7. Represent the Foundation at community events/meetings.
8. Oversee the maintenance and tracking of information on prospects, donors, professional advisors, pledge payments and receivables and other donor related data in the Foundation's FIMS database.

Knowledge and Experience

1. Demonstrated proficiency in donor identification, qualification, engagement, retention and expansion.
2. Demonstrated success with generating increased operating revenue through a coordinated and strategic approach (i.e. annual appeals, events, on-line giving).
3. Hands-on experience with one or more donor databases/software such as FIMS, Raiser's Edge, DonorPerfect, Blackbaud etc.
4. Knowledge of social media as a tool for organizational communication and fundraising.
5. A strong communicator, both in writing and speaking and ability to recognize and articulate the alignment of a donor's interests with the value of Foundation programs, community knowledge, services and events; ability to be the public face of fundraising when appropriate.
6. A hard worker with a high energy level; a "doer" with a willingness to work hands-on in developing and executing a variety of development and organizational advancement activities.
7. Must have a commitment to support the mission of the Foundation.

Basic Qualifications

1. Bachelor's degree and a minimum of 5 years fundraising experience in a professional position.
2. Certified Fundraising Executive (CFRE) is preferred.
3. Advanced degree a plus.
4. Demonstrated ability to use current computer technology, and common business-related software.
5. Knowledge of community foundations and non-profit development preferred but not required.

Compensation

Salary and incentive structure commensurate with experience.