



Community Foundation of Eastern Connecticut

Development Officer

The Community Foundation (CFECT) is the largest and most comprehensive funder of nonprofit organizations in Eastern Connecticut. Since 1983, CFECT has aligned its fundraising, grantmaking and civic leadership efforts to address the region's most pressing issues and needs. The Community Foundation is a dynamic, fast-paced workplace with a compelling strategic plan in place. Its dedicated employees, board members and other volunteers are committed to creating positive change in Eastern Connecticut.

Comprised of 519 charitable funds, CFECT stewards assets of nearly \$90 million and has awarded more than \$59 million in grants and scholarships to area nonprofits and students since inception. For donors, CFECT offers a complete toolkit for charitable giving, expert assistance in learning more about the causes they care about, and the opportunity to join others with similar interests to learn and give together. For the community at large, CFECT offers a permanent, growing source of grant and scholarship monies, as well as a common meeting ground, leadership and advocacy on important issues in our 42-town service area. Visit us at www.cfect.org

CFECT is currently seeking a **Development Officer** to proactively raise major outright and deferred gifts and increase positive visibility for the Community Foundation. The ideal candidate will bring a warm, entrepreneurial spirit to building relationships with new and existing donors, professional advisors and other key partners throughout Eastern Connecticut, with a focus on the Windham County area.

As a member of a ten-person staff, this position reports to the Vice President & Chief Development Officer.

Primary responsibilities include:

- Proactively identify, cultivate and solicit prospects, largely through executing productive external meetings; build and grow donor pipeline.
- Provide customer-centric philanthropic planning guidance and high-level service while balancing donor interests with the needs and opportunities of the region.
- Initiate and complete the opening of new endowed funds, outright and deferred gifts.
- Build and maintain meaningful connections with and actively steward existing donors.
- Cultivate active professional advisor relationships and keep them informed on charitable vehicles offered by CFECT and strategic initiatives that may be of interest to their clients.
- Attend and participate in events and networks as assigned to establish significant visibility for CFECT.
- Develop expertise in and persuasively communicate CFECT's value proposition.
- Other duties as assigned.

Qualifications:

- Bachelor's degree required. Graduate degree and/or professional fundraising certification or related continuing education preferred.
- Equivalent of 8 years' experience with demonstrated success in proactively acquiring, developing and retaining donor relationships resulting in significant support for the organization; experience in a community foundation is a big plus.
- Model fundraising that is about partnership and collaboration with philanthropists and colleagues.
- Strong knowledge of charitable and planned giving strategies and tools, as well as charitable giving-related tax and legal issues.
- Unwavering commitment to customer service and prompt professional responses to all inquiries.
- Ability to work independently within a strong team environment.
- Excellent verbal and written communication skills; the ability to educate, engage and inspire.
- Excellent people and project management skills, with the ability to work with diverse groups.
- Passion for CFECT's mission, appreciation for eastern Connecticut and belief in the power of philanthropy.
- High degree of personal and professional integrity.
- Personal warmth and a sense of humor are a must.

Compensation:

- Salary commensurate with experience. Generous benefits package, including health, dental, retirement and vacation. CFECT is an Equal Opportunity Employer.

To apply: E-mail cover letter and resume to Janet Grant, Chief Financial Officer at janet@cfect.org. The search will remain open until the position is filled. We thank all applicants and advise that only those persons selected for further consideration will be contacted.