

Development Officer

Apply Online
www.kalfound.org/careers

Application Deadline
July 1/16

Our Donor Relations team needs a resourceful relationship builder to promote charitable giving and expand and diversify our donor base. As development officer, you'll steward existing relationships, encourage additional gifts and promote a wide variety of deferred giving opportunities. You'll also use your marketing and strategic fund development skills to formulate new ideas that help the Community Foundation achieve its mission.

What you'll do:

- **Annual Giving** Working with our Marketing Communications team, oversee annual appeals process, research current trends and opportunities to increase annual giving and advise on strategies;
- **New Donor Development** Determine best strategies to reach new markets to diversify donor base; assess philanthropic needs and preferences of prospective and current donors to design and improve products, services and outreach; develop experiences for prospective donors to increase awareness and affinity for the Community Foundation; actively seek and organize public speaking opportunities to promote the concept of philanthropy;
- **Service to Current Donors** Develop, nurture and grow relationships with existing donors to increase commitment to community and the Community Foundation, and guide donors to achieve their charitable goals; and
- **Fund Representative Relationships** Act as primary contact for a selected group of fund representatives and interested parties.

We're looking for a self starter with:

- A strong individual network of community relationships;
- A passion for relationship building;
- A dedication to helping others accomplish their charitable goals;
- A broad and diverse knowledge of community issues and demographics;
- A belief in the value that diversity, equity and inclusion brings to the workplace; and
- A commitment to excellence and experience in continuous improvement techniques.

The qualifications you need:

- Degree in business, education, social work or related field or equivalent work experience;
- At least two to four years of progressively more responsible experience;
- Must be a self-starter, creative, organized and attentive to detail;
- Strong communication skills, both written and oral, and comfortable working with the public;
- Ability to gain the confidence and respect of donors and professional advisors as well as Community Foundation colleagues;
- Ability to work effectively one-on-one as well as make effective presentations to large groups;
- Ability to thrive in a fast-paced, open and collaborative environment; and
- A love of Kalamazoo County and a strong desire to make it a place where every person can reach full potential.

What we offer:

- A competitive salary and benefits package;
- A team-oriented, performance excellence culture;
- A fantastic work environment; and
- Opportunities to grow and advance.