

Job Announcement
Director of Advancement

OVERVIEW

The Community Fund of Darien seeks an enthusiastic, creative and experienced development professional who is interested in working for an agency dedicated to improving the quality of life in Darien, Stamford and Norwalk by providing funding for vital human service needs. In collaboration with the Executive Director, the Director of Advancement will work closely with staff, board members and community volunteers to cultivate donor relationships, manage the donor database, orchestrate donor communications and work on special events that support the mission and programmatic initiatives of The Community Fund of Darien.

To be successful in this role, you'll be someone who has a strong track record of cultivating, soliciting, closing and stewarding donors. You will feel at home working in an environment that requires you to juggle multiple priorities and competing deadlines, while never losing sight of the overarching goals and desired outcomes. We understand that people gain skills through a variety of professional, personal, educational and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

KEY RESPONSIBILITIES

Development:

Responsible for creating and overseeing all aspects of a comprehensive development plan that responds to organizational goals and priorities

Identify, cultivate, solicit and steward donors and prep leadership or other influencers involved in donor relationships

Connect, engage and nurture relationships by managing a portfolio of donors and conduct personal visits with donors and prospects; 25-30% of your time will be spent out of the office

Partner with the Executive Director and Development Committee in developing and executing a multi-year strategy for gifts

Identify and build relationships with corporate and business sponsors. Create and pitch a menu of corporate and business sponsorship opportunities

Track all contacts and activity in fundraising database: eTapestry

Maintain confidentiality of all donor-related information

Research grant opportunities and complete grant applications

Work closely with the Executive Director, Board of Directors and staff members

Marketing and Communications:

Plan and coordinate special events to recruit new donors and recognize existing donors by collaborating and coordinating with Executive Director, Director of Operations and Communications, Development Committee and Special Events Committee

Create marketing materials including mailings, annual report, informational emails, social media posts

Represent The Community Fund of Darien at all events

Other duties as assigned

QUALIFICATIONS:

At least 3-5 years of fundraising success

Ability to successfully identify, cultivate, solicit and steward long-term partnerships that will ensure the philanthropic success of TCF

Exceptional communication, writing and presentation skills

Proficient in MS Office. Experience in eTapestry or donor database

Strong execution and follow-up

Highly self-motivated, accountable and able to make decisions independently

Have a positive, "can-do" attitude; be hard-working, detail-oriented, self-motivated and flexible

A passion for TCF's mission, improving our local community through grant making, convening important task forces, and the belief that we can make a greater impact together than any of us can make alone

Here's what we offer:

A leading role in a nearly 70-year-old organization that helps support our local community with funding goals: Basic Needs, Self-Sufficiency, Youth Success and Community Initiatives

A committed Executive Director who will partner with you in your development effort

An engaged, motivated board that works hard, gives generously and raises funds

A team of talented employees who are passionate about working together to create an extraordinary organization and who are committed to high standards and the legacy of The Community Fund of Darien

APPLICATION:

Resume and cover letter required. Email completed application to info@communityfunddarien.org. No phone calls please.

COMPENSATION AND BENEFITS:

25-30 hours per week, salary based on experience, skills and credentials. Benefits include generous vacation policy, flexible work schedule and optional 403B plan. Some evening and weekend hours required.