



Job Title: Director, Development

Reports to: Vice President, Development & Donor Relations

Location/Hours: Santa Fe, NM; full-time, in office

Salary Range: \$80,000 - \$90,000

FLSA Status: Exempt

Position summary

The Director of Development is primarily responsible for helping the Foundation meet its growth, fund, and asset development goals through the identification, cultivation, solicitation, and stewardship of new and existing donors. Employing a strong command of the Foundation's customer relationship management system (CRM), which includes the fund advisor portal, as well as proven data extraction, analysis, and reporting skills, the Director of Development partners with Vice President of Development & Donor Relations to manage the metrics and system standards that ensure quantitatively exceptional service to the Foundation and its stakeholders; all to make a lasting impact in New Mexico through the achievement of our strategic goals. The position is also responsible for supporting program staff through research, grant writing, and giving circle stewardship.

Values & Principles

- As an advocate and ambassador, understand SFCF's mission, vision, values, and goals.
- Abide by SFCF's policies and procedures and operate with candor, transparency, clear communication, and the highest ethical standards.
- Learn products, services, workplans and metrics of the Development & Donor Relations department and SFCF.

- Uphold the highest standards of customer service for all SFCF constituents in terms of speed of response, accuracy, completeness, and confidentiality.
 - Serve as a team player by working collaboratively with all SFCF employees and treating others with kindness and consideration.
 - Understand and proactively seek opportunities for internal integration of work across functions and departments to make connections and leverage the strengths and efforts of SFCF to maximize impact.
 - Strive to reach and exceed established personal and professional goals.
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Duties & responsibilities

Manages the implementation and growth of individual and corporate fundraising activities:

- Serves as the lead resource for the management and maintenance of prospect lists used for the various Foundation appeals.
- Maintains corporate prospect lists and executes the necessary follow-up with board, community, and staff prospect liaisons to secure appointments and connections.
- Designs and pulls reports as needed from C-Suite (SFCF's CRM), analyzes data, and prepares presentations.
- Utilizes qualitative and quantitative tools to understand the Foundation's donor partners' needs and goals with an eye toward increasing philanthropy levels.
- Focuses on donor stewardship and prospect cultivation opportunities, which includes a commitment of some weeknight and weekend time attending official SFCF events as well as designated community events.
- Researches current and new donors as well as prospective partners and prepares background documentation for general knowledge and donor engagement.
- Assists in building the case for support of the Community Leadership Fund, the SFCF Administrative Endowment, and other priority initiatives.

Event Coordination:

- Works with the Development & Donor Relations team on event planning and logistics including, but not limited to general planning, room setup, reservations, decorations, entertainment, ordering food, and marketing.

- Coordinates Foundation special events such as the Piñon Awards, Guess Who? Get Together, and other special events including those initiated by component funds of the Foundation.
- Serves as the direct contact for various event sponsors and vendors including invoice and payment coordination.

General Department Support:

- Manages, maintains, and improves donor services and donor management systems including the fund advisor portal.
- Acts as staff liaison to the organization's priority initiatives such as the Santa Fe Baby Fund and manages all aspects of their annual independent grantmaking cycle including committee selection, coordination, and compliance with organization guidelines for such committees.
- Tracks and monitors the department's documented contributions and progress in support of the organization's operating plan.
- Assists fund advisors with making and submitting grant requests; reviews and formally approves grant requests in C-Suite on a weekly basis to ensure compliance with fund type guidelines and timely grant distributions.
- Works with Vice President of Development & Donor Relations to prepare the agenda and attendant materials needed for the SFCF Board Stewardship Committee meetings.
- Manages special fund and department projects as assigned.
- In coordination with Director of Marketing and Communications, identifies and develops high-impact tools and resources such as white papers, brochures, fact sheets, presentations, case studies, business cases, and blog articles.
- Prepares grant applications and follow-up reports as needed.
- Monitors changes in existing tax law or new legislation that may affect giving patterns or require programmatic adjustments.
- Reporting to the position: None.

Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable adjustments may be made to enable qualified individuals to perform the essential functions.

- Education/Experience: Bachelor's degree (B. A. / B. S.); or four to six years related experience and/or training. Experience in fundraising, outside sales, or in a nonprofit preferred.
- Computer Skills: To perform this job successfully, an individual should have working knowledge of Microsoft software products (EXCEL, WORD, Microsoft 365) and donor databases, preferably C-Suite.
- Confidentiality: Must be able to maintain strict confidentiality.
- Communication Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, common scientific and technical journals, finance reports, and legal documents. Ability to draft routine reports and correspondence in a professional and kind manner. Ability to write speeches and articles for publication that conform to the prescribed style and format. Ability to plan, conduct, and document meetings. Ability to speak effectively before public groups, customers, the board of directors, and employees of the organization.
- Math and Reasoning Skills: Ability to calculate figures and amounts such as discounts, interest, percentages, and fees. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Teamwork & General Skills: Demonstrated ability to work, somewhat independently, under the direction of Vice President of Development & Donor Relations. Ability to positively contribute towards and work on a team. An initiative-taker. Accepts responsibility for one's actions and follows through on commitments. Asks for and offers help, when needed. Strives to continuously build knowledge and skills.
- Prior Experience: Successful history managing high-volume annual appeals and cultivation events. Demonstrated ability to successfully identify, cultivate, and maintain relationships with donors and partners. Demonstrated experience and successful track record in philanthropic development.

Company benefits

The Santa Fe Community Foundation offers a 401(K) plan, medical, dental, vision, and life insurance, PTO, and a generous number of company holidays.

Working Conditions

This is an in-person position, with standard hours Monday through Friday. Occasional work during evenings and weekends required.

- Required to be in the office 5 days a week.
- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations. Due to the nature of external appointments and / or responsibilities requiring travel to locations not easily accessible by public transportation, driving is an essential job responsibility for this position.
- Required to be available via telephone for work-related emergencies and to speak with clients and / or others while away from the office and / or with clients and / or others located in other time zones outside SFCF business hours.
- Work may require occasional weekends and / or extended workdays.
- Punctuality and satisfactory attendance are essential functions of the job.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

How to apply

We are looking for top talent: people who want to use their abilities to make a lasting difference. Send your resume and cover letter as PDF documents via email to careers@santafecf.org or online at santafecf.org. No calls or emails please. Santa Fe Community Foundation does not offer relocation assistance.

Application deadline: Open until filled.



The Santa Fe Community Foundation is an equal opportunity employer committed to valuing diversity and practicing inclusion. We actively seek and encourage applications from minorities, women, and people with disabilities.