



## **Job Description**

**Position: Director of Development & Marketing** for Eagle Valley Community Foundation (EVCF)

**Compensation:** Salary range \$65,000 - \$75,000 per year commensurate with experience. This is a salaried position, classified as exempt.

The mission of Eagle Valley Community Foundation is to provide access to programs and resources that support wellness, healthier food and other essential needs in our community while embracing individual dignity and a commitment to sustainability and quality. EVCF brings people together to address community issues.

The Director of Development & Marketing (DoD & M) reports to and works in partnership with the Executive Director. The DoD & M will spearhead development efforts as Eagle Valley Community Foundation continues to grow. This is a new position for Eagle Valley Community Foundation; the Director will have the opportunity to build the development & marketing functions as a key member of the Leadership Team. Comfort and competency in an emerging and adaptive environment is needed to be successful in this role. The DoD & M will be successful in establishing strong, trusting relationships with all of the Foundation's constituencies –board members, donors, grantors, partners, staff, customers and the general public.

## **Responsibilities**

**As our designer and implementor of development and marketing strategies, you get to:**

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Develop and execute the annual fundraising plan with the goal of raising \$2M annually
- Secure financial support from individuals, foundations and corporations
- Generate new ideas that increase revenue and donor loyalty
- Manage the implementation of Bloomerang CRM and oversee staff responsible for data entry and gift processing
- Develop and track grants and report for all foundation and corporate fundraising in partnership with the Director of Operations
- Report on progress to staff leadership and the Advancement Committee
- Oversee the development budget and monitor expenses
- Develop organization-wide plans that strengthen our brand identity across all networks and stakeholders
- Set and hit public awareness goals, media impressions, email list size, social media followers, etc. – all of which should result in an increase in donor revenue and loyalty

- Make direct, face-to-face solicitations, and help the Advancement Team & Board with their solicitation, and updated materials
- Acknowledge major donors through public and private recognition
- Generate and distribute online, broadcast and print materials that engage segments and inspire action
- Oversee content production and maintenance of the website
- Solicit and maintain media sponsorships
- Increase social media engagement through excellent content curation and individual interaction

**This job might be for you if:**

- You have at least 5 years of nonprofit fundraising experience and have shown an ability to secure individual and major gifts and meet objectives. You make donors feel valued because you're sensitive to their needs.
- You are an enthusiastic, capable leader and completing projects is right up your alley. You know how to make timely, effective and ethical decisions. You embody the entrepreneurial spirit. You're a self-starter who crafts creative solutions and opens doors to new donor relationships.
- You listen to understand and when you speak/write, you are understood. You communicate excellently and compel audiences through writing and speaking.
- You have the ability to lead volunteers, staff and board members with energy and maturity. Collaborating with diverse teams excites you, and you have no problem managing multiple initiatives at once.
- Computer do what you say. You are confident with website content management, email marketing, and social media networks.
- You know board and donors expect you to be organized, prepared, detail oriented and to follow through on commitments.
- People are inspired by your determination. You bring people in line with a vision and motivate them to reach goals.

**Benefits:** The position is eligible to participate in the EVCF medical plan. EVCF will pay 70% of employee's insurance premium. Spouse and children can be added to the plan at 50% EVCF expense, 50% the Employee's expense. Eligibility starts the first day of the month after 30 days of employment or during open enrollment periods. The current benefits package can change.

**PTO:** The position is eligible for 9 sick days, 9 paid holidays per year and 2 weeks paid vacation as stated in the EVCF Employee Handbook.

**How To Apply**

Learn more about our organization at [eaglevalleycf.org](http://eaglevalleycf.org). To apply, please email a cover letter that reflects who you are, your resume, and any portfolio links to:

**Melina Valsecia, Executive Director, [melina@eaglevalleycf.org](mailto:melina@eaglevalleycf.org).** Please, no phone calls.

Eagle Valley Community Foundation is an equal opportunity employer. We encourage professionals from marginalized communities and communities of color to apply.