

Development Officer

Position: Full-time, Exempt

Department: Giving Strategies

Reports To: Vice President, Philanthropic Services

The Organization

The Community Foundation of Greater Birmingham is the largest community foundation in Alabama, with assets of approximately \$221 million, annual grants of \$18 million, and more than 500 component funds representing a variety of charitable interests across the five-county region it serves. The community foundation model has been used throughout the United States to create permanent sources of funding for nonprofits and special projects addressing a community's most pressing needs. We have a vision for a just, prosperous and unified region where every person is empowered to reach their full potential. We hope to achieve this vision by igniting passion for transformational change in partnership with donors, community members, and civic leaders. The Foundation uses the power of philanthropy to positively impact communities by helping donors leverage their charitable investments and employing clear strategies to guide its own direct community investments. The Foundation has invested in our region for 60 years and recently launched a new strategic vision, mission and priorities that will guide our leadership, work and investment in the community for the next decade.

This is an exciting time to join the Foundation's team of staff who are working together to implement this new strategic direction. The Development Officer will be directly involved in the implementation of the Foundation's new strategic directives and contribute meaningfully to the Foundation's success in achieving its vision.

Principal Duties

Support and Increase Donor Engagement

- Ability to listen to and build relationships with donors to inspire and engage their philanthropic interests and goals with a chief focus on inspiring philanthropy in greater Birmingham
- Develop strategy and manage all logistics of the CFGB's Giving Together program – the Community Foundations' semiannual fundraiser to support our competitive grants –including planning and implementing luncheons, volunteer training events and recruiting funding to support the CFGB's grants and initiatives
- Develop strategy to communicate partnership opportunities through CFGB's semiannual grant cycle
- Communicate other emerging or spontaneous funding opportunities
- Assist in creating annual reports for fund holders and discretionary fund representatives
- Work with the Director of Marketing and Communications to develop content for monthly communications with various audiences
- Maintain a portfolio of donor funds and collaborate with the VP Philanthropic Services to set goals around donor contacts and stewardship activities

Provide Excellent Donor Service

- Develop relationships with donors in order to understand, meet and exceed their expectations
- Collaborate with the Database Coordinator to maintain accurate records of donor advised fund grant making activity and assure that grants are processed in a timely manner



- Aid in creation of gift acknowledgements to donors in coordination with Finance/Administration Team and Philanthropic Services Coordinator
- Coordinate orientation for new donors, including preparation of donor handbook
- Serve as donor contact for online grant making donor portal
- Maintain and update Foundation Information Management System (FIMS) with additional and correct entries in order to assist with accurate constituent communications

The Development Officer is expected to be a consummate team player and work collaboratively with members of the Giving Strategies Team as well as Marketing and Communications, Program and Finance Teams. The ideal candidate will be personable, an active listener who can present solutions to meet donor goals and needs, cultivate relationships that serve the Foundation's strategic goals and an entrepreneurial thinker eager to help craft and implement team strategy.

Essential Knowledge, Skills and Abilities

- Bachelor's degree and three to five years of experience in an environment where responsibilities included providing personal service to a diverse group of clients
- Proven ability to successfully manage multiple, complex projects simultaneously
- Demonstrated experience to build successful, lasting relationships and interact comfortably and effectively with existing and prospective donors, community and business leaders or professional advisors
- Excellent written and verbal communication skills
- Proficiency in utilizing technology to provide information and/or services, as well as proficiency in Microsoft Office programs and working knowledge of CRM systems is preferred
- Integrity, good judgment and a commitment to confidentiality
- Commitment to ongoing professional development and implementing best practices
- A passion for the community

Other Desirable Qualifications

- Knowledge of greater Birmingham nonprofit community and the ability to research areas of interest on behalf of donors
- Knowledge of fund development, donor stewardship and philanthropy
- The ability to assist donors in formulating plans, goals and/or strategies for their philanthropy

Starting salary for this position will be commensurate with the selected candidate's background and experience. The Community Foundation offers an exceptional benefits package including options for medical and dental coverage, 403(b) retirement plan, a generous schedule of paid holidays, and three weeks of vacation the first year of service, prorated based on date of hire.

Salary Range: \$48,000 – 52,000

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



For a Greater Birmingham

TO APPLY:

Please direct inquiries by email only to careers@cfbham.org, referencing "Philanthropic Services Coordinator" in the subject line. Include cover letter, resume and salary requirements. No phone calls please.

Candidates selected for the interview process will be contacted directly. We regret that we cannot respond personally to each applicant.