

## **The Dayton Foundation**

### **~ JOB POSTING ANNOUNCEMENT ~**

#### **Senior Development Director**

Salary Commensurate with Experience

Start Date Negotiable; By Year End 2021 Preferred

**Position Purpose:** To develop, facilitate, and market gifts from existing and prospective donors to help promote and administer the Foundation's charitable funds program. Liaison with attorneys, accountants, financial advisors, and other intermediaries and agents of wealth as well as soliciting and expanding network of referring advisors. Provides counsel and advice to staff, donors and allied professionals regarding various philanthropic tools, approaches, techniques and trends. Be a resource for not-for-profit organizations as it relates to their fundraising efforts.

#### **Key Responsibility: Formation of Donor Relationships and Fund Development**

##### *Specific Duties:*

- Facilitates the establishment of new funds, ensuring donor intentions are met by properly documenting terms of donor development questions.
- As a top priority, monitors and appraises assigned staff on effectiveness in responding to donor needs.
- Identifies new donors and intermediaries for the purpose of securing gifts to the Foundation.
- Creates new funds and delivers services to donors.
- Communicates with donors and advisors regarding various types of charitable gifts.
- Runs gift illustrations.
- Ensures donor intentions are illustrated by properly documenting terms of donor gifts via written fund agreements.
- Provides restated and amended fund agreements on an as needed basis.
- Conducts research, analyzes data and compiles reports on current or prospective donors.
- Utilizes Salesforce, Conga, and Foundation Power and other CRM software for documenting pertinent information

#### **Key Responsibility: Primary Advisor and Consultant, Internal and External**

##### *Specific Duties:*

- Builds community awareness of TDF charitable giving tools and services by networking and cultivating relationships with community leaders, advisors, individuals, charitable organizations, and the trust officers of financial institutions
- Educates advisors, donors and TDF staff on ways to utilize gift vehicles in charitable giving.
- Serves as consultant to Development, Donor Services and other staff and their prospects on matters involving charitable giving.
- Plans and implements education events for professional advisors.
- Serves as a resource for TDF's Marketing Department for the development of marketing materials and writing content for various internal/external publications.
- Provides leadership and acts as The Dayton Foundation liaison with a variety of supporting organizations.
- Acts as liaison to donors, NPO's and asset managers regarding portfolio performance, investment policy of TDF and distribution policy.

**Key Responsibility: Networking and Building TDF referral network**

- Meets one on one with new external advisors not currently utilizing The Dayton Foundation's charitable giving vehicles.
- Engages the next generation of advisors to ensure TDF referrals continue upon the retirement of more senior advisors.

**Key Responsibility: Lead Development Support for Not-for-Profit Organizations***Specific Duties:*

- Educates community representatives by providing informational seminars on charitable giving.
- Assists not-for-profit organizations with fund agreement development and other areas designed to support fund development activities, as requested.
- Serves as TDF representative for other entities as assigned.

**Key Responsibility: Development Support for TDF Affiliated and Community Funds***Specific Duties:*

- Provide professional resources to component affiliated and community funds for the establishment of new funds.
- Provides expertise for component affiliated and community funds by meeting with boards and committees to develop strategies.
- Educates component affiliated and community funds by leading information seminars on charitable giving.

**Position Qualification Requirements***Education and Work Experience*

Bachelor's degree and ten (10+) years related job experience in a senior role as a relationship manager, senior development officer, executive director of a non-profit organization, estate planning attorney and/or as an established financial planner for charitable giving or estate planning. Appropriate professional credentials are preferred (CPA, CFP, JD, CFRE, etc.). Must become CFRE certified within three years upon employment.

**Or** any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

*Knowledge and Skills*

- Ability to develop, cultivate and nurture effective working relationships
- Proven ability to secure charitable gifts and donations
- Knowledge of gift planning and gifting vehicles
- Thorough knowledge of estate planning techniques, tax laws and investments
- Understanding of Investment Management
- Ability to work in a fast-paced environment with attention to detail
- Understanding of non-profit fundraising and endowment campaigns
- Knowledge and ability to understand and analyze financial statements
- Excellent written, oral, and interpersonal communication skills

- Excellent presentation skills and knowledge of presentation materials/technology
- Leadership, problem solving and analytical skills
- Ability to work independently and prioritize workload
- Knowledge of using a variety of computer software applications, i.e., Salesforce, Conga, Microsoft Word Suite
- Ability to maintain a high level of confidentiality
- Ability to work a flexible schedule

**Send résumé and cover letter via fax or email to:**

**LaTonia McCane, Director, Human Resource**  
**The Dayton Foundation**  
[lmccane@daytonfoundation.org](mailto:lmccane@daytonfoundation.org)  
**FAX: 937-222-0636**

Closing Date: October 15, 2021

*The Dayton Foundation is an Equal Opportunity Employer*