



**Community Foundation of Greater Flint**  
***Vice President of Development and Donor Services***

**Position Description**

<http://www.cfgf.org/careers>

**Position Title:** Vice President of Development and Donor Services  
**Date Created:** February 17, 2023  
**Reports To:** President and CEO  
**Salary:** \$121,000 - \$149,000

The Community Foundation of Greater Flint “CFGF” is a tax-exempt public charity created by and for the people of Genesee County. CFGF enables people with philanthropic interests to support the issues easily and effectively they care about - immediately or through their will. Donors can establish a charitable fund at the foundation by contributing a variety of assets. Those assets are then carefully invested by the foundation.

Founded in 1988 through the merger of The Flint Public Trust, founded in 1950, and the Flint Area Health Foundation, created in 1978, the resulting Community Foundation combined the strengths of these two Flint institutions to position itself for future growth and giving. Since the merger, assets have grown from \$10 million to more than \$299 million. Over 34,000 contributors ranging from modest to magnificent means have enabled the Community Foundation to award more than \$164 million in grants to the greater Flint area from 578 charitable funds.

The Community Foundation continues to help individuals, families, businesses, and nonprofit organizations achieve their charitable and financial goals by providing tools and resources that make giving easy, flexible and effective. They are dedicated to connecting people who care to the causes that matter to them and the community ... For good. Forever. For everyone.

**VISION STATEMENT:**

A vibrant and equitable Genesee County where everyone can thrive.

**MISSION STATEMENT:**

The Community Foundation of Greater Flint partners and leads by influencing and connecting generosity to Genesee County needs. For Good. For Ever. For Everyone.

## **SCOPE AND RESPONSIBILITIES:**

The Vice President of Development and Donor Services is responsible to lead and manage the development function and for the creation, structure, execution and monitoring of all effective fundraising and relationship-building programs, asset development and donor services of the Foundation. The position also ensures development and maintenance of appropriate systems for fund raising initiatives including research and cultivation, as well as securing gifts and gift processing/recognition. The Vice President is responsible to lead a team of development professionals and gift officers. They will also oversee the accountability and compliance standards for donors and funding sources and is expected to adhere to the highest ethical standards in management, governance, and fund development.

## **RESPONSIBILITIES:**

- Partners with the President and CEO, Board of Trustees, Key Volunteers and the Development/Donor Services team to set appropriate short and long-term fundraising goals for CFGF;
- Spearheads CFGF's development strategy on acquiring and engaging new and existing donors through annual giving, building new acquisition channels, raising gifts for CFGF's annual development goals, expanding CFGF's Community Leadership Fund and growing the organization's unrestricted endowment;
- Engages the President/CEO, Board of Trustees and Development/Donor Services team in active new donor cultivation, outreach and relationship building;
- Structures, aligns and manages the overall strategy and implementation of annual fundraising through the Community Leadership Fund, CFGF's pipeline of major and legacy donors, and donor services and engagement;
- Monitors the annual goals of the Development/Donor Services team;
- Ensures that CFGF effectively and systematically cultivates high net worth prospective donors and their professional advisors;
- Oversees all types of new giving, including outright and planned gifts and mid-level giving;
- Works with the communications team on related marketing and outreach programs;
- Works collaboratively with the Development/Donor Services team to implement a successful and data-rich development and donor engagement effort;
- Seeks new opportunities to increase CFGF's visibility with prospective donors and their advisors;
- Works collaboratively with the Community Impact team to frame the case for current and endowed support for CFGF's goals;
- Communicates regularly with the President/CEO, assigned board members, leadership team, other referral sources to identify and cultivate prospects and keep comprehensive development strategies moving forward;
- Attends and networks at external meetings and events, often outside of regular business hours, that provide opportunities for personal interaction with prospective donors and their peers;
- Oversees ongoing prospect research and the implementation of technology platforms to advance CFGF's development goals;
- Manages and oversees the general administrative needs of the Development and Donor Services department.

**QUALIFICATIONS:**

- Minimum five years of demonstrated success in a development function and overseeing performance outcomes;
- Ability to manage human resources (paid and volunteer) toward specific production goals;
- Major gifts or campaign experience is preferred;
- Donor engagement experience is preferred;
- Excellent verbal and written communication skills;
- Familiarity with investment management strategies is preferred;
- Capable of responding to individual donor interest while articulating a vision for Genesee County
- Ability to plan and meet deadlines and project results;
- Participative work style; ability to give and receive feedback;
- Ability to make decisions about how to manage and organize team and individual workload;
- Mature interpersonal style; ability to interact calmly with a diverse range of people and perspectives;
- Ability to work under the pressure of tight deadlines;
- Established residency in Genesee County

**EDUCATION:**

- Bachelor's degree required; Master's or professional degree preferred. Legal/JD background a plus.
- CFRE Certificate preferred.

**COMPENSATION:**

The Community Foundation of Greater Flint is an equal opportunity employer and seeks a diverse pool of candidates in this search. We strive to be trustworthy, inclusive, and entrepreneurial in all we do. We offer a competitive compensation package including benefits such as health, vision and dental insurance, retirement contribution and match, life insurance, disability insurance, charitable match, flexible spending account, employee assistance program and more.