



## FOUNDATION DEVELOPMENT MANAGER

### **GENERAL STATEMENT OF DUTIES**

The Foundation Development Manager is a visible, enthusiastic and articulate leader of the North Idaho State Fair and Rodeo Foundation. He/she is responsible for day-to-day management of the Foundation, including the planning and development of all gifts in support of the North Idaho State Fair. The Manager leads all fund development activities, supports the Foundation's Board of Directors, and solicits corporate and individual gifts. He/she develops strategic direction, promotes the mission of the Foundation and maximizes fundraising opportunities; develops and executes initiatives and events to raise funds.

### **DISTINGUISHING FEATURES**

- Full-time, exempt position.
- May be required to work long or extended hours at certain times, primarily during signature Foundation event(s) and the annual Fair.

### **EXAMPLES OF DUTIES**

*The following are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Management reserves the right to modify or change the duties or essential functions of the job at any time.*

### **PRINCIPAL RESPONSIBILITIES**

#### **CAPITAL CAMPAIGN**

- Coordinate and execute all aspects of the solicitation process for campaign prospects: Emails, mailings, phone calls, etc....
- Ensure timely campaign activity and maintain progress toward campaign goal
- Strategize to engage and solicit new donors for the campaign
- Track naming opportunities and manage donor recognition plan
- Create grant funding plan, write and submit applications and provide timely reports to funders
- Manage the development and production of campaign collateral
- Plan and execute campaign related events

#### **ANNUAL GIVING**

- Develop and manage a comprehensive annual giving program in an effort to acquire and steward new donors, as well as increase average gifts and renewal rates for current donors
- Manage all giving clubs and/or membership programs
- Manage the bench and table program
- Research funding opportunities, write case statements and complete grant applications to gain funding from a variety of sources including private foundations, local government and/or funding organizations
- Organize events for #GivingTuesday (yearly)
- Mail first-time donor postcards upon receipt of gifts & first-time donor packets at 30 days out from first gift

#### **MAJOR GIFTS**

- Develop and manage prospect lists for cultivating relationships and soliciting cash gifts from new and existing donors
- Develop cause/case expertise for North Idaho State Fair programs in order to effectively solicit gifts
- Use community membership and/or participation in events to develop and identify prospects

#### **STEWARDSHIP**

- Manage all annual and cumulative recognition activities
- Create timely and intentional donor-centered communication to maximize engagement, including impact reports, Annual Report and e-newsletters



- Create and execute annual stewardship plan for donors at all giving levels
- Donor recognition dinner planning and preparing

#### **EVENTS**

- Develop strategies to establish and maintain financially sound events
- Manage event logistics and operations, including recruitment of event participants and volunteers
- Provide guidance and support to event committees
- Table Assignments
- Reconcile event finances
- Outcome reports

#### **BOARD OF DIRECTORS**

- Provide oversight and development for Board of Directors, including managing the strategic plan with the Executive Committee
- Support the work of the Board and its subcommittees
- Develop and maintain policies and best practice standards for the Board of Directors
- Engage and facilitate the Board's participation in identifying, cultivating, soliciting and stewarding major donors.
- Create & send monthly board meeting materials.

#### **OPERATIONS**

- Create and track annual departmental budget and development plan to meet revenue goals
- Oversee daily gift entry and acknowledgment processes to guarantee accurate financial reporting and donor stewardship
- Produce pledge reminders, sponsorship invoices and end of the year statements
- Complete current and historical financial reporting as needed
- Administer donor database and event database
- Supervise the Scholarship Program
- Develop and maintain department policies and procedures
- Build a culture of philanthropy within the Fair and the greater community
- Serve on Fair CEO's Management Team. Perform Fair-related tasks as assigned

#### **QUALIFICATION: KNOWLEDGE, SKILLS & EDUCATION**

- A BA is preferred but experience may be considered in lieu of education.
- Minimum of five (5) years progressive professional experience in fund development and personal solicitation
- Proven track record of securing new major gifts from prospects and renewing/upgrading gifts from existing donors.
- Minimum of three (3) years' experience in a leadership or supervisory position required.
- A visionary with a positive attitude who is enthusiastic about the work at hand.
- Proven management skills with multifaceted programs requiring both "big picture" conceptual planning and simultaneous attention to detail.
- Ability to analyze data and draw conclusions without undue vacillation.
- Skilled at establishing and cultivating strong relationships across all levels of the community.
- Knowledge of, and skill in using, fundraising software for gift processing and/or other development activities; mastery of Microsoft Office including Word, Excel and Publisher.
- Exceptional written and oral communication skills that supports a donor-centered culture, including the ability to produce compelling and concise copy for print and online media and to make public presentations.
- Ability to work independently, willingly accept responsibility and adapt easily to change.
- Absolute discretion in handling confidential information.



#### **WORK ENVIRONMENT**

- This position operates independent of direct supervision with situations that are frequently non-routine and require creative thinking, initiative, decision making and problem solving.
- Work is performed primarily indoors in a shared office setting.
- Work situations are varied from a routine nature to complex special project work requiring organization, attention to detail, excellent customer service, discretion with sensitive, privileged and confidential information, and good judgment.
- Work schedule is primarily Monday through Friday, with the exception of required extra hours combined with few days off leading up to and through the production of special events and during North Idaho State Fair.
- Duties require the ability to move about the facility, and occasional stooping, reaching, bending and lifting up to 35 lbs. and sufficient manual dexterity to operate a variety of office equipment.

#### **TO APPLY**

- Send application, resume, cover letter and salary requirements to Alexcia Jordan, General Manager/CEO, via email at [foundation@northidahostatefair.com](mailto:foundation@northidahostatefair.com) or mail to 4056 N. Government Way, Coeur d'Alene, ID 83815.
- Anticipated start date is **May 1, 2022.**

APPLICANT INFORMATION		
Job Applying For: <b>FAIR FOUNDATION DEVELOPMENT MANAGER</b>		Date
Name		
Last	First	Middle
Residence Address	Mailing Address (If different)	City, State, Zip
Home Telephone	Work/Cell Telephone	E-Mail Address
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No		

EDUCATION/TRAINING			
Do you have the equivalent of a 12 <sup>th</sup> grade education? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name & location of post high school Education	Course of study	Graduated?	Degree (Major / Minor)
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

EMPLOYMENT HISTORY	
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

<b>EMPLOYMENT HISTORY (continued)</b>	
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

<b>SPECIALIZED SKILLS</b>
<i>Briefly discuss your experiences with the following areas</i>
NONPROFIT BACKGROUND
DONOR DEVELOPMENT
SUCCESS AND HISTORY IN ANNUAL AND CAPITAL CAMPAIGNS
NONPROFIT EVENT ORGANIZATION
ORGANIZATIONAL AND TIME MANAGEMENT
MARKETING AND WEBSITE EDITING
COMPUTER SKILLS <i>(Please be specific to software type and comfort level)</i>

## SUPPLEMENTAL ESSAY QUESTIONS

In order to get a better sense of your writing skills and additional insights into your leadership and management style, please answer the following questions. Limit your responses to no more than a single page per questions and please return with your Application Packet.

1. *Please tell us why you have chosen to work in the nonprofit field and what about it motivates you to lead the North Idaho Fair and Rodeo Foundation into the future.*
2. *Describe what it is like to work with you and how others would describe your work ethic.*

PROFESSIONAL REFERENCES			
NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board and/or North Idaho Fair and Rodeo Foundation to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board and/or North Idaho Fair and Rodeo Foundation from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board and/or North Idaho Fair and Rodeo Foundation may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair and Foundation Board's policies and procedures.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applications will be accepted until the position is filled.

For more information email or call, the Fair Office at 208-765-4969 or email [alexcia@northidahostatefair.com](mailto:alexcia@northidahostatefair.com)

Thank you for your response.

When you have completed this form, please send it to: Alexcia Jordan, General Manager/CEO  
 North Idaho State Fair  
 4056 N Government Way  
 Coeur d'Alene, ID 83815  
[foundation@northidahostatefair.com](mailto:foundation@northidahostatefair.com)