FOUNDATION DEVELOPMENT MANAGER

GENERAL STATEMENT OF DUTIES

The Foundation Development Manager leads the Foundation's annual fundraising, donor engagement, marketing, events, and day-to-day operations. This visible, community-focused leader builds lasting relationships and turns those relationships into sustained financial support for the Foundation's mission and the North Idaho State Fair.

The Manager develops strong annual campaigns, grows giving programs, and demonstrates measurable fundraising results while ensuring funds are tracked accurately, used as intended, and reported transparently.

DISTINGUISHING FEATURES

- Part-time, exempt position with flexible scheduling.
- An office is available at the Fairgrounds. Work may be performed from home or remotely, with required in-person attendance for donor meetings, community activities, board meetings, Foundation events, and assigned Fair responsibilities.
- 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

ANNUAL GIVING & CAMPAIGN DEVELOPMENT

- Develop and execute an annual giving plan and campaign calendar with revenue goals, budgets, and deadlines, including GivingTuesday and seasonal appeals.
- Grow the White Hat Club, other giving or membership programs, and the bench and table program; create new opportunities for recurring support.
- Research funding opportunities, prepare case statements and grant applications, and complete required funder reports. Evaluate campaign results and adjust strategies to improve giving.

MARKETING & COMMUNITY RELATIONSHIPS

- Create compelling fundraising appeals, promotional materials, and mission-focused stories for email, social media, the website, print, and community outreach.
- Maintain an active community presence and build relationships with individuals, businesses, service organizations, and prospective partners.
- Maintain prospect lists, conduct donor visits, and personally solicit and renew gifts, including major gifts supporting annual programs.

FUNDRAISING EVENTS

- Manage and strengthen signature events, including the Cowboy Ball; propose new events based on fundraising potential, costs, staffing needs, and community interest.
- Oversee event budgets, promotion, sponsors, auction donations, registration, table assignments, vendors, logistics, committees, and volunteers.
- Coordinate financial reconciliation and report gross revenue, expenses, net proceeds, and recommendations after each event.

DONOR STEWARDSHIP & FUND ACCOUNTABILITY

- Execute an annual stewardship plan with timely gift acknowledgments, first-time donor outreach, personal follow-up, and annual and cumulative recognition.
- Produce impact reports, the Annual Report, and e-newsletters; coordinate donor recognition activities and the recognition dinner.
- Document donor designations and restrictions, coordinate tracking of fund balances and authorized uses with financial staff, and clearly report the impact of contributions. Follow approved gift acceptance, spending, and financial control procedures.

FOUNDATION OPERATIONS

- Develop and monitor the annual Foundation budget; maintain accurate donor and event databases, gift and pledge records, and contact histories.
- Oversee gift entry, pledge reminders, sponsorship invoices, and year-end giving statements; coordinate accounting reconciliation and financial reporting with designated financial staff.
- Administer the Scholarship Program, maintain Foundation policies and procedures, serve on the Fair CEO's Management Team, and perform related Fair assignments while meeting fundraising priorities.

BOARD SUPPORT & CAPITAL CAMPAIGN COORDINATION

- Support the Foundation Board and committees, prepare monthly meeting materials and fundraising progress reports, and implement the strategic plan with the Executive Committee.
- Recommend policies and best practices and equip board members to introduce prospects, solicit support, and steward donors.
- Coordinate prospects, donor communications, records, and recognition with the contracted Capital Campaign Manager. Capital campaign strategy, goals, solicitations, and execution remain the contracted manager's responsibility.

PERFORMANCE EXPECTATIONS

Performance will be evaluated against goals established with the Fair CEO and Foundation Board, reflecting available resources and the part-time schedule. Measures include annual giving growth, donor acquisition and retention, event net proceeds, timely campaign execution and follow-up, and accurate financial and donor reporting. Annual fundraising results will be tracked separately from capital campaign revenue.

QUALIFICATIONS & SKILLS

- Bachelor's degree preferred; relevant experience and demonstrated results may substitute for education.
- Minimum five years of progressive fundraising experience, including personal solicitation, annual campaigns, stewardship, and events; three years of leadership or supervisory experience.
- Verifiable success securing donations and renewing or increasing gifts, with demonstrated responsible management of fundraising resources.
- Strong marketing, writing, public speaking, and relationship-building skills; excellent organization and ability to manage budgets, deadlines, and follow-up independently.
- Proficiency with donor databases, fundraising and event software, Microsoft Office, digital marketing tools, and financial reporting. Familiarity with QuickBooks preferred.
- Initiative, sound judgment, adaptability, and discretion with 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 vary 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 alexcia@northidahostatefair.com or mail to 4056 N. Government Way, Coeur d'Alene, ID 83815.
- Open until closed. Anticipated start date is November 1, 2026