



## 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 [alexcia@northidahostatefair.com](mailto:alexcia@northidahostatefair.com) or mail to 4056 N. Government Way, Coeur d'Alene, ID 83815.
- Anticipated start date is **negotiable**.