



POSITION ANNOUNCEMENT

Director of Affiliates & Charitable Partners

THE COMMUNITY FOUNDATION OF GREATER DES MOINES

The Community Foundation of Greater Des Moines is a donor-driven charitable public foundation whose purpose is to improve the quality of life in Greater Des Moines through philanthropy.

POSITION SUMMARY

The Community Foundation of Greater Des Moines seeks an experienced fundraiser to manage their Affiliate program (37 county relationships), Charitable Investment Partners program as well as their corporate and nonprofit agency initiatives. This position is responsible for designing and implementing successful fundraising strategies including gift solicitation, donor cultivation and effective marketing messages. This position plays a direct role in achieving the advancement department's annual monetary goals.

DUTIES AND RESPONSIBILITIES

- Assists with Affiliate board and organizational development; training and marketing materials and coordination of ongoing learning opportunities.
- Provides service and support to Affiliate Community Foundation representatives to encourage and foster community-based philanthropy.
- Coordinates fund administration, fund development and grantmaking of the Iowa Community Affiliate Network (Iowa C.A.N.) community foundations.
- Co-manages a plan for Charitable Investment Partners (CIP), including stewardship and education of current members and identification and cultivation of new members.
- Serves as primary staff lead for corporate donors. Designs and implements strategies for prospecting new corporate donors, marketing efforts and corporate suite of services.
- Serves as primary staff for agency fund holders and prospective agencies. Designs and implements strategies for prospecting new agency funds, marketing efforts and cultivating relationships with current agency fund holders.
- Assists in growing assets within the Endow Iowa program.
- Coordinates fundraising campaign for Birdies for Charity program and assists with efforts to build funds for the Community Foundation's four administrative funds.
- Leads efforts around cultivating "next generation" of donors.

QUALIFICATIONS

The successful candidate will have the following:

- Bachelor's degree required in an area appropriate to the role.
- Three to five years experience in fundraising or related field.
- Knowledge of planned giving and major gift solicitation in addition to the ability to facilitate complex gift transactions.
- Experience and knowledge of the nonprofit sector, fund management and foundations.
- Excellent written, verbal, and interpersonal skills.

SALARY

Commensurate with experience, plus an attractive benefits package.

APPLICATION PROCESS

Interested applicants should submit their cover letter and resume by Monday, November 28, 2011 to:

Sheila Kinman, Director of Advancement

Email: Kinman@desmoinesfoundation.org

Mail: Community Foundation of Greater Des Moines
1915 Grand Ave
Des Moines, IA 50309
Attn: Sheila Kinman

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.