

**York County Bar Foundation
Director of Development**

Job Title: <u>Director of Development</u>	Job Classification: <u>Exempt</u>
Department: <u>Administration</u>	Salary Grade: <u>N/A</u>
Days/Hours of Work: <u>M-F/37.5 hrs.</u>	Supervisor: <u>CEO</u>
<u>8:30 AM-4:30 PM generally</u>	Employment Classification: <u>Full time - Salaried</u>
<u>some flexibility required; 60 min. lunch</u>	Effective date: <u>January 1, 2018</u>

Summary: The Director of Development (DOD) is responsible for managing all aspects of the York County Bar Foundation's (YCBF) financial development efforts. Reporting to and in partnership with the CEO, a small staff and an engaged Board of Directors, the DOD will be charged with developing and implementing strategies and programs to build the YCBF's endowment through current and planned (deferred) gifts, advancing the YCBF's philanthropic culture, maintaining active and productive relationships with YCBA/YCBF leadership and donors and supporting the YCBF's mission. He or she will attend meetings of the YCBF Board and key committees and will serve as primary staff support to the YCBF Philanthropy Committee.

Primary Responsibilities: Position is responsible for the overall planning, execution and assessment of the YCBF's development program in support of the mission and programs of the YCBF. This includes:

- Articulating and fulfilling the organization's mission through appropriate philanthropic activities, programs, and communication.
- Cultivation, stewardship and relationship management with multiple constituencies: current donors, former major donors, board members, former board members, YCBA members, staff, business & corporate representatives, community leaders, foundation representatives, political leaders and other non-profits.
- Annual, endowment, deferred gifts and special project campaigns.
- Volunteer recruitment, stewardship, cultivation and gift solicitation training.

Principal Duties:

- With a special emphasis on endowment and planned gifts, the Director of Development works with the CEO, Board, other staff members, and the broader YCBF community to manage, cultivate, plan, request and steward philanthropic support for the organization.
- Creates a comprehensive financial development plan in partnership with the CEO and other staff. This includes active leadership in and service to the Board Philanthropy Committee.
- Is responsible, with support from the CEO and Board, for developing, advancing and then executing plans for proposed major gift/endowment campaign. This includes working with the CEO, the Grants and Public Service committees and other volunteer leaders on identifying the most compelling and important campaign objectives over the next few years.
- Leads the monthly "Major Gift Team" meetings and meets regularly each month with the CEO to set annual, endowment and deferred gift prospect priorities and activities.
- Is responsible for setting appropriately aggressive goals and insuring a healthy and successful Annual Giving program.

- Works with the Philanthropy Committee to sustain and grow the overall Endowment and Planned Gift development efforts of the organization.
- Develop marketing strategies and materials to educate the membership and community about YCBF's mission, work and community impact.
- Is responsible for developing, marketing and executing a comprehensive program to secure Deferred Gifts.
- Is responsible for updating, modernizing and streamlining Development operations, policies and procedures to create a professional and comprehensive development effort including development and maintenance of a donor database.
- Is responsible for creating, articulating and adherence to the Gift Acceptance Policies and Procedures of YCBF.
- Is responsible, in close conjunction with the CEO for expanding, supporting and stewarding foundation and community funders' awareness of and involvement in the work of YCBF. Oversees foundation proposals and outreach to foundation staff members and trustees, as appropriate.
- Is responsible for leading research efforts to identify potential new major donors (all constituencies) to the YCBF and working with staff and volunteers to build and nurture relationships with them for the well-being of YCBF.
- Is responsible for appropriate Board stewardship activities.
- Is responsible for correct, complete and timely Annual, Endowment, Planned Gift and Prospect Tracking reports to the CEO and Board.
- Is responsible for management and evaluation of development budget.
- Evaluate all development programs annually and develop strategies to increase effectiveness and operational productivity of the programs.
- Takes other active and visible roles in the York community – and perhaps with other non-profits – to show YCBF's commitment to the community in diverse ways.

Qualifications:

Bachelor's Degree required. Three or more years of demonstrated success in a broad range of non-profit fundraising activities with a track record of successfully closing major outright and deferred gifts.

Ability to think strategically. Goal oriented. Excellent verbal and written communication skills. Demonstrated expertise in creating high-quality and compelling written materials including donor communications, annual reports, funding proposals and grant applications.

Expertise in various software applications including word processing, spreadsheets, database and presentation software (Peachtree, MSWord, Excel, Access, PowerPoint). Familiarity/experience with the legal community desired.

To apply, please send cover letter and resume on/before 2/28/18 to: York County Bar Foundation, 137 East Market Street, York, PA 17401 – Attention: Victoria Connor, CEO or email: victoria.connor@yorkbar.com. EOE