



The mission of The Community Foundation of Muncie and Delaware County, Inc. is to encourage philanthropy and assist donors in building an enduring source of charitable assets, and exercise leadership in directing resources to enhance the quality of life of the residents of Muncie and Delaware County.

Present Position Title – Development Officer

- Employed by:** The Board of Directors of The Community Foundation of Muncie and Delaware County, Inc.
- Responsible to:** President
- Status:** Full-time; Exempt
- Purpose of Position:** To serve as the primary staff person for asset development efforts of The Community Foundation. The Development Officer will work with the President, Board of Directors, volunteers, and independently to increase the assets of the Foundation.

Principal Responsibilities:

1. Design, implement, and manage a comprehensive proactive development plan (as part of the Strategic Plan approved by the Board of Directors).
2. Engage the Board, volunteers, and professional advisors in the development work of the Foundation.
3. Focus on expanding and enhancing Foundation donor relationships.
4. Responsible for the cultivation, solicitation, and stewardship of gifts.
5. Assist nonprofits in development efforts.
6. Oversee and manage events related to development efforts.
7. Coordinate with staff in all marketing, website, and communication efforts as it relates to development.
8. Perform other duties as assigned by the President.
9. Adhere to the Ethical and Operational Standards for Indiana Community Foundations/

Requirements Include:

Knowledge

- Minimum: Bachelor's Degree
- Knowledge of basic financial and investment principles as related to charitable endowment and planned giving

- Minimum three to five years successful work experience in asset development or fund raising
- Knowledge of planned giving and major gift acquisition tools
- Proficient knowledge of computers and current software programs
- Experience in marketing, website, and communication techniques

Skills and attributes:

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- Ability to initiate and cultivate relationships with prospective and existing donors
- Strong networking ability in a variety of situations
- Ability to effectively work independently and as a team member
- Understand and maintain confidentiality
- Professional demeanor and appearance
- Interest in improving the quality of life in Delaware County

Salary and Benefits:

- Compensation commensurate with salary standards and work experience
- Competitive benefits program

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.