



DEVELOPMENT DIRECTOR POSITION DESCRIPTION

Overview

The Development Director works closely with the Chief Impact Officer (CIO) and the Development and Communications Teams to lead and support the Foundation's development efforts. The Development Director oversees the Foundation's donor management system and donor stewardship program, coordinates annual fund campaigns, facilitates donor relations, and reports to the board on fundraising and development activities. This position is full-time (40 hours a week) and can be hybrid, with 2-3 days a week in-office.

About the Foundation for Appalachian Kentucky

The [Foundation for Appalachian Kentucky](#) is a non-traditional, nationally accredited community foundation located in and serving the coal fields of Appalachian Kentucky. Located in Hazard, Kentucky, the Foundation works through our affiliate network to advance locally controlled philanthropy, cultivate non-traditional local leadership, and build community capacity.

Since 2009, the Foundation has positioned itself as the go-to organization in both times of opportunity and in [times of crisis](#). Over the last five years, the Foundation, while not specializing in disaster philanthropy, has stewarded over \$20 million dollars coming to our region during several natural and community disasters. We are continually called upon to serve as the trusted, place-based philanthropy experts serving our region. Through our extensive network of grantee partners, we work to serve as a channel for philanthropic investments to reach the organizations, businesses, farms, artists, and people that make up the ecosystem of the Appalachian Kentucky region.

The Foundation serves as a hub and backbone for community groups, nonprofits, and affiliate boards working to make their communities better.

Main Responsibilities

1. Provide leadership and support for fundraising and development activities for the Foundation and affiliates, creating and managing an annual workplan for fundraising and development which sets forth a detailed plan to achieve annual development goals.
2. Work collaboratively with the Affiliate, Development, and Communications Teams, assigning fundraising and development tasks related to the annual workplan, and reporting to the Development Team, CEO, CIO, and board on development progress.
3. Manage the Foundation's donor/client relationship database system as well as donor stewardship and donor communications, including recording and receipting gifts through the Foundation's donor management system and updating the donor and client database.

4. Coordinate a regional Planned Giving Council and Endow Kentucky efforts. Participate in regional, state, and national development networks.
5. Support the creation and development of a Planned Giving Program at the Foundation. Implement and coordinate the Planned Giving Program once it is developed.
6. Work closely with the Communications Team to ensure all branding and messaging support development goals. Assist in developing solicitation letters, proposals, reports, newsletters, press releases and other communication materials.
7. Collaborate with the Affiliate and Communications Teams to support events and workshop registration, online and direct mail appeals and receipt letters, and communication with donors.
8. Build relationships with a portfolio of major donors and their financial advisors to help them achieve their philanthropic goals. Follow and communicate with donors requesting grant recommendations, grant reports and other support needed.
9. Track and assist with donor, grant, and foundation research. Prepare donation reports and provide administrative support for the board's Development Committee. Help develop grant writing materials and language. Assist with preparation of grant proposals and reports as needed.
10. Keep up with innovations and best practices in the fields of fundraising, donor development, information technology and philanthropy.
11. Completes other assignments as directed by the CIO.

Supervision

The Development Director reports directly to the CIO of the Foundation for Appalachian Kentucky.

Required Qualifications, Knowledge and Talents

1. Strong organizational and communication skills, both written and oral.
2. Strong attention to detail.
3. Exceptional relationship-building and listening skills.
4. Strong supervisory, interpersonal and leadership skills.
5. Ability to meet deadlines and be held accountable.
6. Ability to work effectively with all donor levels.
7. Ability to work independently and as part of a team.
8. Demonstrated track record of professional success with at least three years of experience in fundraising and development.
9. Commitment to the FAKY values and a high level of personal ethics.
10. Excellent computer skills and experience, including MS Office products, specifically Excel, database management experience and advanced personal computer skills.

Desired Education and Experience

1. Bachelor's degree
2. Experience with fundraising, information management and office systems
3. Excellent written and oral communication skills, accuracy, and dependability
4. Active listening skills
5. Experience using computers and software to enter data, process and analyze information, and create reports. Experience with Microsoft Office and donor management systems preferred.
6. Proficiency using email, social media, and the Internet.
7. Ability to perform day-to-day administrative tasks such as responding to email, maintaining information files and processing paperwork.
8. Ability to establish and maintain interpersonal relationships with colleagues and clients and maintain a positive and constructive attitude.

9. Ability to be a team player, solve problems and serve the mission, goals, and values of the Foundation.
10. Availability for occasional out-of-state travel and evening or weekend work.

What's Attractive to the Right Candidate?

- You will join a passionate team, dedicated to the work we do and the communities and region we serve. We take pride in our accreditation and strive for excellence in all we do.
- We offer a salary of \$50,000-\$60,000 and benefits package which includes Anthem BCBS medical, Delta Dental and Vision insurance; long-term and short-term disability; 401(k) with company contribution; Parental Leave; generous Paid Time Off and Holidays.

To Apply

We encourage you to apply, even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences. Please email your cover letter and resume in PDF format to Kaitlyn Moyers, Kaitlyn@appalachianky.org with "Development Director" as the subject of the email. Applications will be reviewed on a rolling basis and the position will be filled immediately when a qualified candidate is found.

Work Environment

The Foundation for Appalachian Kentucky is committed to creating a diverse work environment and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.