



DEVELOPMENT DIRECTOR POSITION DESCRIPTION

Overview

The Development Director is a key leader in advancing the Foundation's mission, working closely with the Chief Operating Officer (COO) and the Development and Communications Teams to spearhead donor development and enhance our overall fundraising strategy. This position emphasizes building and maintaining relationships with donors, professional advisors, and affiliates, while also engaging in grant research and pursuing professional development opportunities. The Development Director will manage the donor relationships, donor management system, provide training and support to Affiliate boards, and represent the Foundation at various events. This full-time (40 hours a week) role offers a hybrid work environment, 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. **Lead Donor Development Efforts:** Drive the Foundation's donor development strategy, focusing on cultivating relationships with major donors and their professional advisors, including financial and investment advisors, attorneys, and others. Assist donors in achieving their philanthropic goals and ensure high-quality donor stewardship.
2. **Professional Advisor Engagement:** Develop and manage relationships with professional advisors to encourage and facilitate philanthropic giving. Coordinate efforts with advisors to educate them on the Foundation's mission and opportunities for collaboration.
3. **Affiliate Donor Development Training:** Provide training and support to affiliate donors, ensuring they are equipped with the skills and knowledge necessary to engage in effective fundraising. Represent the Foundation at affiliate events and workshops, delivering presentations and training sessions.
4. **Fundraising and Development Leadership:** Collaborate with the Affiliate, and Development and Communications Teams to create and manage an annual work plan for fundraising and development. Assign tasks, track progress, and report to the Development Team, CEO, COO, and Board.
5. **Grant Research and Proposal Development:** Conduct research to identify grant opportunities for the Foundation and its partners. Assist in developing grant writing materials, preparing proposals, and drafting reports to secure additional funding sources.
6. **Donor Management System Oversight:** Oversee the Foundation's donor/client relationship database, ensuring accurate recording, and work with Communications Team to maintain donor lists. Regularly update and manage the donor database to support development efforts.
7. **Planned Giving Program Development:** Support the creation, development, and implementation of a Planned Giving Program utilizing Best Practices, research, resources, and Endow Kentucky program. Coordinate the activities of the Planned Giving Program, ensuring alignment with the Foundation's overall fundraising strategy.
8. **Event Participation and Representation:** Represent the Foundation at regional, state, and national development networks and events. Engage in speaking opportunities to promote the Foundation's mission and development goals.
9. **Professional Development:** Stay current with trends, innovations, and best practices in fundraising, donor development, and philanthropy. Pursue ongoing professional

development opportunities and training to enhance skills and knowledge in these areas.

10. Support Communications and Branding: Work closely with the Communications Team to ensure that all branding and messaging efforts align with development goals. Assist in creating solicitation letters, proposals, reports, newsletters, press releases, and other communication materials.

11. Administrative and Reporting Duties: Prepare donation reports, provide administrative support for the Board's Development Committee, and assist with other tasks as directed by the COO.

Supervision

The Development Director reports directly to the COO 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 Foundation's 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 Erica Knight, erica@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.