



Chief Donor Engagement Officer

The Findlay-Hancock County Community Foundation is looking toward the future and the changing needs of our community and the donors who support it. The Chief Donor Engagement Officer (CDEO) will be located in our downtown Findlay, Ohio office to lead the donor engagement team to individuals, families, organizations and professional advisors in the mission and vision of The Community Foundation.

The CDEO will report to the President & CEO of the Foundation. This role gives the candidate the opportunity to drive community-wide philanthropy. The qualified candidate will lead a team of donor engagement professionals and guide the entire organization to further our mission of improving the quality of life for all in the community.

At The Community Foundation, we want to ensure Hancock County thrives now and forever. We do this by building and managing our Community's Endowment and working closely with donors to achieve their philanthropic goals. We continue to see a significant increase in the interest level in both parts of our work.

The Foundation manages 500 charitable funds totaling \$170 million in assets. In the past five years, more than \$21.6 million has been added to these funds and more than \$24.4 million has been granted. The growth is exciting and the CDEO will lead our efforts to steward current donors and form new relationships.

Duties and Responsibilities:

- Support, create enthusiasm for, and advance the mission of the Foundation.
- Serve as the voice of charitable giving in the organization, ensuring philanthropy and fundraising has context in the organization's overall mission and vision.
- Work with the CEO and the Donor Engagement Team to create and execute a strategic fundraising plan with clearly defined goals, timeframes and metrics.
- Recruit, develop and manage a high-performing Donor Engagement Team that reflects the culture and values of the Foundation and its mission:
 - Foster a culture of continual learning and improvement for the Donor Engagement Team by evaluating performance and providing coaching, training and mentoring opportunities in all areas of fundraising, data management and stewardship.
 - Build internal expertise in gift planning options and techniques to allow quick responses to donors who have unusual assets or want to create complex gifts.
 - Working with the CEO, set and manage annual activity-based and performance-based goals and metrics for individual team members as well as for the Donor Engagement Team as a whole.
- Personally manage an annual portfolio of approximately 50 major and deferred gift donors/prospective donors with responsibility for qualifying, cultivating, soliciting, closing gifts, and stewarding those donors.



- Design and implement a donor recognition plan that will thank and show appreciation for all Foundation donors.
- Work with the Communications Team to develop an integrated donor/prospect communications plan to expand awareness of the Foundation's vision and priorities, the case for donor support and the impact of donors in the community.
- Work with the CFO to develop and manage a budget for the Donor Engagement Team.
- Understand and be able to use individual and aggregate donor data for decision-making and moves management; provide ongoing reporting to CEO, Donor Engagement Team, Community Engagement Team, and the board on progress, trends and opportunities.
- Staff the Board Donor Engagement Committee and Gift Acceptance Committee.
- Such other duties as required to advance the mission of the Foundation.

Qualifications:

- Education -
 - BS/BA degree required, advanced degree preferred.
 - Fundraising certificate (e.g., CFRE, ACFRE, CAP) a plus.
- Experience -
 - Five+ years of donor development and fundraising experience, three + years of proven success in major/deferred gift fundraising.
 - Success in managing a portfolio and securing six- and seven-figure gifts.
 - Knowledge of fundraising areas such as annual fund, major gifts, capital campaigns, events and planned giving preferred.
 - Strategy setting for donor communication required.
 - Community Foundation experience is a plus.
- Leadership -
 - Three+ years experience leading a team.
- Data competency -
 - Understand and be able to use individual and aggregate donor data for decision-making and moves management.
 - CommunitySuite by Foundant or similar software experience is a plus.
- Flexibility -
 - Ability to work flexible hours, including some evenings and weekends.
- Ethical -
 - Willingness to demonstrate and uphold principles and values of the Foundation.
 - Confidential use of donor data required.

How you will be compensated:

- Salary range - \$105,000-115,000 based on experience and qualifications.
- Paid time off - vacation time, sick time, holidays.
- Medical, health reimbursement and savings accounts available.



- 401(k) retirement plan.
- Individual professional development budget.
- Relocation assistance will be provided if applicable.

Why you might want to work with us:

You will hear our staff say we have the best jobs in the world. As cliché as it may be, the work we do at The Community Foundation gives us a sense of fulfillment from spending our days working toward a better Hancock County. We have a close-knit, positive team of 13 people who love what they do. The Foundation is a fast-growing organization that works hard to maintain a positive brand and image in the community, and we are looking for the right person who will share our commitment to excellence to join our talented and dedicated team. We work with donors, families, businesses and community leaders during some of the most important and exciting seasons in their lives; helping to steward charitable resources for the betterment of others.

Hancock County is in the northwest region of Ohio and is home to nearly 75,000 residents living in 13 communities. The county was originally home to Fort Findlay during the war of 1812 but grew during the oil and gas boom of the 1820s. Hancock County is the headquarters of several large corporations as well as numerous small businesses and the University of Findlay.

Named the number one micropolitan community seven years in a row, Findlay is the seat of Hancock County. Findlay is home to a thriving historic downtown district. From unique dining experiences to specialized shopping and recreation, Findlay offers the comforts of home and the excitement of a growing city. If applicable, relocation assistance will be provided to help the selected candidate move to the area.

Interested?

Email your resume or any questions to apply@community-foundation.com by Friday, February 15, 2022.

All are welcomed and encouraged to apply. The Foundation is an Equal Opportunity Employer. It is the policy of the Foundation to recruit, hire, train, and promote persons for all job classifications and administer personnel actions without regard to race, creed, color, sex, national origin, religion, age, sexual orientation, military or veteran status, genetic information, or physical or mental disability.