

**CFLEADS
POSITION DESCRIPTION**

Title:	Director of Development and Engagement
Reports to:	Senior Director of External Affairs and Impact
Type:	Full-time Exempt
Location:	REMOTE
Salary:	\$110,662 - \$124,954 <i>CFLeads does not hire above the posted range</i>

About CFLeads

CFLeads is a national network of community foundations working together to build strong communities. As the only national organization exclusively for community foundations, we work with hundreds of community foundations each year that are committed to increasing their local impact through community leadership.

CFLeads vision:

We envision a world in which community foundations are vital partners in building communities where all residents are prosperous, healthy, and secure.

CFLeads mission:

Our mission is to help community foundations build strong communities by advancing effective practices, sharing knowledge, and galvanizing action on critical issues of our time.

Position Description

The Director of Development and Engagement leads and implements the organization’s fundraising strategy to ensure sustainable revenue growth. This role manages key development relationships — including community, national, private, and corporate entities and foundations — while collaborating across departments. The Director of Development and Engagement plays a critical role in strengthening the organization’s philanthropic presence, revenue growth and cultivating strong relationships with supporters.

Key Responsibilities

Development Operations

- Partners with the Senior Director of External Affairs and Impact to develop and implement a standardized development culture and practice.
- Works with the Director of Finance to ensure accurate tracking of gifts and donor information.

- Collaborate with Technology and Database Manager to ensure best practices in data integrity, reporting, and donor privacy.
- Develop strategic meeting preparation materials for institutional funders, including briefing memos, scripted talking points, and presentation decks.

Fundraising Strategy & Execution

- Develop and execute the organization's annual fundraising plan to meet revenue goals in line with CFLeads' long-term vision and strategy.
- Manage a diversified fundraising portfolio that includes individual giving, investors, grants, and corporate sponsorships.
- Identify, cultivate, solicit, and steward donors at various giving levels.
- Track fundraising progress and provide regular reports and forecasting to the Senior Director of External Affairs and Impact, President and CEO, the CFLeads Board and Leadership Team.

Donor Relations & Stewardship

- Maintain a portfolio of individual donors, prospects, foundation partners, and corporate entities in a way that aligns with CFLeads Investor Strategy.
- Oversee donor communication strategies, including acknowledgment letters, impact reports, and engagement activities.
- Strengthen donor retention through consistent, proactive, and personalized stewardship.

Grant Management & Coordination

- Research new grant opportunities, lead and/or assist in writing, editing, and submitting grant proposals.
- Maintain a grants calendar and ensure timely submission of reports and applications.
- Collaborate with Senior Director of Programs, Strategy & Culture to gather programmatic data and outcomes for proposals and reports.
- Collaborate with Director of Finance to ensure budget alignment and financial reporting compliance.
- Maintain an active understanding of philanthropic trends, funder priorities, and field developments to anticipate opportunities and align organizational initiatives with emerging funding interests.

Qualifications

Education & Experience

- Bachelor's degree required; advanced degree or certifications (CFRE) a plus.
- 5–7 years of progressive fundraising experience, preferably in the nonprofit sector.
- Demonstrated success securing gifts and meeting revenue targets.
- Experience supervising staff or leading project teams.

Skills & Competencies

- Strong relationship building, communication, and interpersonal skills.
- Excellent writing and presentation abilities.
- Proficiency with donor CRM systems (e.g., DonorPerfect, Salesforce, Raiser's Edge, and Microsoft Office).
- Strategic thinker with strong project management and organizational skills.
- Ability to work both independently and collaboratively in a fast-paced environment.

Personal Attributes

- Mission-driven with a passion for nonprofit work.
- Professional, proactive, and able to handle confidential information.
- Creative problem solver with a growth mindset.
- Comfortable representing the organization to diverse audiences.

Key Core Competencies

Competency Title	Definition & Key Behaviors
1) Interpersonal Skills / Teamwork	<p>The ability to work well and cooperate with others. This includes:</p> <ul style="list-style-type: none"> ▶ Developing and maintaining positive working relationships and interacting collaboratively with others, including those holding opposing views and goals ▶ Showing understanding, friendliness, tact, empathy, patience, compassion, mutual trust, and the highest level of respect for others ▶ Relating well to people from varied and diverse cultural, racial, ethnic, gender, age, educational, professional, etc. backgrounds
2) Problem Solving / Decision Making	<p>The ability to analyze and synthesize information and draw appropriate conclusions using best practices and other models of continuous improvement. This includes:</p> <ul style="list-style-type: none"> ▶ Clearly defining issues despite incomplete or ambiguous information ▶ Generating useful and effective alternative solutions before making decisions ▶ Making decisions in a timely manner based on sound logic and rationale
3) Work Orientation	<p>The ability to make a meaningful contribution to work and ensure that activities and responsibilities are efficiently completed. This includes:</p> <ul style="list-style-type: none"> ▶ Taking initiative to complete job assignments accurately and completely ▶ Being committed, reliable, trusted, and accountable for completing assignments ▶ Regularly and dependably following agreed upon work schedule
4) Adaptability / Flexibility	<p>The ability and willingness to change one's style or approach in response to differing circumstances or to work in ambiguous situations. This includes:</p> <ul style="list-style-type: none"> ▶ Working effectively under stressful conditions ▶ Handling unexpected situations in a calm and professional manner ▶ Showing resilience under ambiguous, changing, or demanding circumstances ▶ Staying updated on new and innovative industry developments.
5) Planning / Organizing	<p>The ability to set priorities, plan and coordinate work activities, and obtain and manage resources so that work objectives are accomplished on time and within budget using best practices and other models of continuous improvement. This includes:</p>

Competency Title	Definition & Key Behaviors
6) Communication	<ul style="list-style-type: none"> ▶ Focusing time and energy on areas that have the highest priority. ▶ Completing assigned tasks within schedule constraints ▶ Setting priorities consistent with mission, vision, strategy, and goals <p>The ability to communicate clearly and politely in both oral and written formats with coworkers, community leaders, funders, vendors, and other stakeholders. This includes:</p> <ul style="list-style-type: none"> ▶ Sharing information openly to optimize individual and organizational effectiveness ▶ Targeting the amount, style, and content of information to an audience’s needs ▶ Actively listening to and understanding information and answering questions thoughtfully and completely ▶ Composing legible, error-free emails, memoranda, procedures, policies, reports, etc. as required

CFLeads is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. CFLeads is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Leah Hucks at lhucks@cfleads.org.