



Director of Development

Essex County Community Foundation (ECCF) | Danvers, MA

About ECCF

In its 23rd year, Essex County Community Foundation (ECCF) inspires philanthropy across the 34 cities and towns in Essex County, Massachusetts. We do this in three ways: 1) Managing and investing donor's charitable assets to achieve philanthropic goals; 2) Strengthening and supporting local nonprofits with the knowledge and financial resources needed for local impact; 3) Bringing cross-sector organizations and leaders together to invest in "systems-change" work that addresses social issues in our region.

With over \$125 million in charitable assets, the Foundation advises fund/donor advisors on giving strategies to reach their philanthropic goals and maximize their impact. Our family of 275 (and growing) charitable funds delivers over \$12 million in grant funding annually.

ECCF has experienced significant growth in the last five years, proving there is real need and opportunity in the regional charitable giving sector. The ECCF team of staff and volunteers work collaboratively, and with great enthusiasm, to deliver on its goals of helping donors fulfill their giving goals and bringing lasting change in their communities.

With a strategic plan driving the growth and impact of the organization (<https://www.eccf.org/about>), ECCF believes our communities thrive when we

have: successful schools and students; safe, clean and green neighborhoods; strong job and economic opportunities; vibrant arts and culture experiences; and healthy people. Further, we recognize that collective thriving requires us to be aware of and tackle longstanding inequities, so are committed to becoming an equitable and inclusive organization in all we do.

Learn more here: <https://www.eccf.org/our-work/>

The Employment Opportunity

The **Director of Development** is a new position responsible for:

- leading and managing ECCF's Annual Fund Program
- leading and managing ECCF's Corporate Partnership Program
- supporting strategic initiative fundraising goals – and -
- supporting prospective and current ECCF Donor Advised Fund holders.

Reporting to the VP for Advancement & Philanthropic Services, and working closely with all leadership team members, the Director of Development will build genuine relationships with community donors and corporate partners and play a key role in achieving exciting growth goals.

Specific responsibilities include, but are not limited to:

- **Manage, Execute, and Improve ECCF's Annual Fund Program.**
 - Design, execute and manage the annual fund campaign with a goal of raising \$300,000 annually.
 - Campaign duties include campaign development, messaging, donor prospecting, solicitor assignments, acknowledgements, reporting, etc.
 - Design and execute a donor stewardship and moves management program to ensure annual fund donors are engaging meaningfully with ECCF's offerings and mission. Support the fundraising efforts of key staff and Board in this goal.
 - Engage a portfolio of 50 individual donor prospects.
- **Execute and grow ECCF's Corporate Partnership Program.**
 - Design, execute, and manage the successful Corporate Partnership Program which currently raises \$250,000 annually with over 50 corporate partners.

- Lead and work directly with ECCF's board and staff on solicitation of corporate partners.
- Steward annual corporate partners, working closely with the Director of Marketing & Communication corporate on promotional benefits.
- **Support ECCF's Special Initiative fundraising**
 - Assist in executing special initiative fundraising campaigns including, but not limited to, Digital Equity, Creative County and The Endowment for Essex County.
- **Support ECCF's Donor Advised Fund operations and relationships**
 - Assist in identifying donors who would benefit from opening a Donor Advised Fund at ECCF.
 - Develop relationships with and provide support to a small portfolio of donors with Donor Advised Funds.
- **Manage appropriate administrative systems and duties**
 - Create and maintain administrative systems to manage annual fund and corporate partner campaigns.
 - Support the improvement of a donor relationship management system.
 - Utilize a donor database to track and report on all aspects of this role.

Candidate Profile

The Director of Development will be a highly collaborative and mission-driven team player who believes in the power of meaningful philanthropy to bring people together and to make Essex County better.

Successful candidates will excel at building donor relationships, be confident engaging with donor prospects and have strong verbal and written communication skills that can clearly articulate the mission of ECCF.

They **must** exhibit the following experiences, attributes, and competencies:

- Alignment with the Foundations mission and values.
- A commitment to racial equity and inclusion.
- Minimum of five years of fundraising and development experience; experience in private philanthropy sector is preferred

- Successful in building genuine relationships with people from all backgrounds and lived experiences.
- Operate with the highest level of integrity, authenticity, and transparency.

They **may** exhibit many of the following experiences, attributes, and competencies:

- Record of accomplishment in the design and execution of annual fund campaigns.
- Proven experience with leading volunteers engaged in fundraising efforts.
- Experience in major gift fundraising and moves management systems.
- Experience in corporate giving/sponsorship programs.
- Skilled at donor prospecting and research to qualify potential donors.
- Highly organized, self-motivated, and enthusiastic.
- A team-oriented “people person” with a natural curiosity and a talent for making meaningful connections.
- Ability to meet deadlines and work flexibly and creatively within a fast-moving, changing, and complex environment
- Enjoys a role that requires both autonomy and a commitment to teamwork.
- Enjoys an environment that values an entrepreneurial spirit, learning-while-doing, and individual accountability.

Compensation/Benefits:

This position is a professional, full-time exempt staff position and will be eligible to participate in the Foundation’s health plan, retirement plan and other employee benefits. The salary range is \$80,000-\$90,000 and is commensurate with skill level, experience, and sector benchmarks.

Essex County Community Foundation is an equal opportunity employer and committed to creating a diverse, equitable and inclusive organization.

How to apply

Qualified candidates are encouraged to submit a cover letter and a resume to s.landry@eccf.org. Applications will be accepted through July 1, 2022.