

FLAT ROCK PARK AND RECREATION FOUNDATION, INC.

JOB DESCRIPTION; DIRECTOR OF DEVELOPMENT

PART-TIME CONTRACT POSITION 20-25 HRS/ WEEK

ORGANIZATON:

The Flat Rock Park and Recreation Foundation, Inc. was established in 2013 to provide financial support for the 66-acre Park at Flat Rock, which is owned and operated by the Village of Flat Rock, NC. Since its inception the Foundation has raised \$1.3 million through capital project campaigns, individual and corporate gifts, bequests and grants.

The Foundation is a 501 (c) (3) charitable corporation with a Board of Directors appointed by the Village. The Director of Development will be the Operating Manager of the corporation, reporting to the Board of Directors.

The Board of Directors is responsible for the overall direction and governance of the Foundation and its members take an active role to ensuring the achievement of its core purposes. The Director of Development is the principal advisor to the Board, and has wide latitude for achievement of her/his responsibilities.

POSITION SUMMARY:

The Director of Development is responsible for planning, organizing, and directing all of Flat Rock Park and Recreation Foundations' fundraising including; capital campaigns, annual fund, the major gifts program, special events and planned giving. The Director works closely with the Board of Directors in all development and fund raising endeavors. This position is a part-time contract position, 20-25 hours / week.

QUALIFICATIONS:

- Must embrace the mission of Flat Rock Park and Recreation Foundation, Inc.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising fundamentals and techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Work collegially with the Board, officials of the Village and Park management
- Action oriented, entrepreneurial, and adaptable: Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

- Proficiency in word-processing and fundraising software; social media
- A bachelor's degree or equivalent
- 5 years minimum experience in professional fundraising.

ACTUAL JOB RESPONSIBILITIES:

1. Work closely with the Board of Directors and Development Committee to; Develop a long-range strategy and budget for the Foundation; Establish long-term goals and objective for each giving level; Design an overall marketing strategy
2. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
3. Direct the annual fund program, including mailings and annual fundraising drives.
4. Direct capital campaigns and other major fundraising drives.
5. Grow a major gifts program including identification, cultivation and solicitation of major donors.
6. Coordinate fund raising special events
7. Oversee grant seeking efforts including research, proposal writing, and reporting requirements.
8. Supervise financial records to comply with CPA's audit requirement for federal, state and local laws.
9. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
10. Oversee prospect research.
11. Make public appearances/accept speaking engagements to share information about the Flat Rock Park and Recreation Foundation, Inc. with the community.
12. Provide planning and organization of Board Development/ Marketing Committee meetings.
13. Attend board committees of Executive and Finance.
14. Keep awareness of issues of Flat Rock Park Commission, Village Council, Park Ranger, Park Maintenance that could affect fundraising communications and understanding of donors.
15. Oversee fundraising database and tracking systems.
16. Supervise and collaborate with other fundraising staff.
17. Oversee creation of publications and print materials to support fund raising activities.
18. Oversee website and social media efforts, time line and coordination.

19. Maintain gift recognition programs. Ensure timely gift acknowledgment.
20. Demonstrate professional conduct at all times.
21. Perform other related duties as requested.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications.

This position is flexible part-time contract average 20-25 hours per week

APPLICATION:

Submit resume and cover letter to: Flat Rock Park & Recreation Foundation, 110 Village Center Drive,
Flat Rock, N.C. 28731 by: 5 pm, October 1, 2018 or by email: parkfoundation@villageofflatrock.org