

Fundraising Coordinator/Development Director - Position Description Northern Virginia 4-H Educational Center

The Northern Virginia 4-H Educational and Conference Center is seeking a Fundraising Coordinator/Development Director to lead and manage its fundraising and financial development efforts to effectively advance the development goals and financial interests of the Center. Working closely with the 4-H Center Director and Board of Directors, this individual will drive the implementation of goals set forth in the 4-H Center's customized Development Strategic Plan. The plan outlines immediate and long-term development actions and fundraising activities for the 4-H Center.

Major Responsibilities and Expectations

Immediate tasks that the individual will be asked to undertake include:

- Implementation of 4-H Center development strategic plan including a full review, evaluation and assessment of the plan;
- Evaluating, assessing and re-establishing past relationships with major donors;
- Reinvigorating and helping to manage and oversee the Development Committee of the Board;
- Reestablishing the Investors Circle;
- Organizing a year-end fundraising campaign to occur in the fall of 2020.
- Working with the Center Director and staff to identify and apply for grants.

Additional expectations and responsibilities for this position will include:

- Effectively communicate the strategic vision for the 4-H Center to build relationships with past donors and to inspire new donors for increased support of the Center.
- Strategically direct and utilize the 4-H Center Director and Board Members in achieving the fundraising objectives, especially in the areas of major gifts and planned-giving. This includes creating opportunities to regularly place the 4-H Center Director and Board leadership in front of major donors and potential donors.
- Develop and implement a donor recognition program.
- Work as a hands-on fundraiser to secure annual donations to support Capital and programming needs of the 4-H Center. This includes, but is not limited to: personal solicitations, targeted appeals, grant writing, special events, and planned giving.
- Serve as the primary administrator of 4-H Center Fundraising efforts and as the liaison to the Virginia Tech/Virginia Cooperative Extension development staff.
- Take responsibility for all administrative duties relating to 4-H Center fundraising including database management, making meeting arrangements, development of Center development policies and procedures, archival activity, scheduling, etc.
- Prepare reports for the Board of Directors meetings.

The successful candidate will:

- Be an experienced, energetic fundraising professional, dedicated to the mission and vision of the Northern Virginia 4-H Educational Center.
- This job requires getting out of the office and spending time with donors to develop professional relationships and solicit funds. As such, substantial relationship-building and solicitation skills are essential.
- Have a track record demonstrating accountability for results.
- Demonstrate the highest standards of professionalism and ethics.
- Exhibit a natural inclination for institutional loyalty and absolute confidentiality.
- Have the ability to manage competing deadlines in a self-directed and calm manner.
- Be able to maintain productive working relationships, communicating clearly and appropriately with all critical stakeholders with demonstrated diplomacy skills.
- Have excellent written and verbal communication, including strong public speaking and presentation skills.

Other requirements:

- Related Bachelor's degree from an accredited institution.
- Demonstrated track record as a successful development professional.
- A minimum of three to five years of progressively responsible and successful development activities. More experienced candidates are encouraged to apply.
- Experience including planned giving, grant writing, and capital campaigns.
- Demonstrated proficiency in development-related software.
- Working knowledge and experience with development efforts that utilize the Internet and social media.
- Ability to match donor interests with NOVA 4-H Center goals and priorities.
- Ability to travel to meet donors throughout Northern Virginia Region as well as occasional travel to other parts of Virginia.

Terms of Employment

Salary will be commensurate with experience and the Fundraising Coordinator/Development Director will work on a full time or monthly contract basis depending upon the skill level, knowledge, interests and availability of the individual.