

Bainbridge Community Foundation, founded in 2001, is a nationally accredited community foundation with nearly \$25 million in assets under management which has contributed more than \$24 million to important community causes. Bainbridge Community Foundation is an exciting environment for someone who wants to be part of a supportive team of dedicated professionals and who thrives on the challenges and rewards of working with an active community.

Within our highly collaborative team, the Development Officer is responsible for the planning, implementation, and execution of a development strategy to engage donors in the mission of the Foundation.

### **General Summary**

BCF engages donors at all levels. We have a major giving program for annual donors called the Leadership Circle, as well as a program for those who have left BCF in their will called the Red Cedar Council. The Development Officer will work closely with the Executive Director and be responsible for:

#### **Donor Development**

- Raising funds at all levels in support of the Foundation's mission
- Working with the Foundation's donors and prospective donors to help them meet their charitable goals
- Leading the development and implementation of cultivation and stewardship events for donors
- Managing and implementing our solicitation activities
- Developing strategies to move donors to progressively higher levels of investment
- Working collaboratively with other members of the staff and the board to engage and steward donors and prospective donors
- Overseeing the creation of donor portfolios and managing portfolio leads, as well as serving as a manager of a specific portfolio of donor prospects
- Building relationships within our organization, within and among the other Development staff in the community and the broader community
- Fostering trust in and among BCF, its donors, grantees, and the community at large

#### **Gift Planning**

- Working directly with donors in the establishment new funds
- Developing relationships with professional advisors and deepening their knowledge of our work
- Representing BCF at professional events related to giving and estate planning
- Developing programs for prospective and current donors that help raise awareness about charitable estate planning
- Leading the development and implementation of continuing education programs for professional advisors

#### **Collaboration**

- Meet regularly with other staff to foster collaboration and cross-promotion
- In partnership with other staff, represent the Foundation at community activities and events as an attendee, and as relevant, as a content provider
- Work with the Operations Manager to ensure complete and accurate data systems
- Work with others to help maintain and enhance the strategic impact of the Foundation

### **Skills and Competencies**

- Personal passion for the organization's mission and potential
- Proficiency and track record in areas of fundraising: annual, major and, planned giving; as well as sponsorships and grant proposals
- Bachelor's degree and at least 5 years of experience in related position(s)
- CFRE or related certificate preferred
- Proficiency with Microsoft Office software components including Outlook, Word, Excel and Publisher
- Comfort with social-media platforms such as Facebook, Twitter, Instagram
- Excellent writing and presentation skills

- Effective interpersonal and outstanding organizational skills, and the ability to work on a team and in a small-office environment
- Ability to keep information in the strictest of confidence
- Calm and helpful manner with all constituencies; a friendly and approachable style
- Flexibility, with multi-tasking capability to manage multiple projects to deadline
- Detail-oriented with commitment to high level of data integrity and accuracy
- Initiative and follow through; be a “self-starter” and eager to learn
- Ability to thrive in a fast-paced environment with a sense of humor

**Work Time, Salary & Benefits**

- This is a 30-40 hour per week salaried position with some evening and weekend commitments. BCF is committed to ensuring that our staff have a comfortable work/life balance
- Salary range is \$78,000 – \$104,000 dependent on experience and hours worked
- BCF offers health insurance and retirement benefits to all employees

**Application Process**

**This position is open until filled. Initial applicants will be reviewed beginning on July 29<sup>th</sup>.** No phone calls will be accepted. Interested candidates are invited to send or e-mail a resume, cover letter, a writing sample and salary requirements to:

**Bainbridge Community Foundation**  
 Development Officer Search  
 299 Madison Ave N Suite B  
 Bainbridge Island, WA 98110  
 employment@bainbridgecf.org

Bainbridge Community Foundation is an equal opportunity employer seeking a more culturally diverse workplace. Bainbridge Community Foundation does not discriminate on the basis of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation or disability.



**Our Mission is** to inspire giving and service to enhance and sustain our Bainbridge Island community.

**OUR NORTHSTAR**

All Bainbridge Islanders understand the challenges we face and responsibilities we share and are inspired to contribute skills and resources to build a stronger, more inclusive community.

**SHARED VALUES**

**Partnership:** We forge strong partnerships between donors and nonprofits to deliver effective services to our community.



**Connection:** We establish meaningful connections to foster volunteerism and significant philanthropic investment in the success of our community for current and future generations.



**Inclusivity:** We strengthen our community by promoting inclusion, diversity, equity, accessibility, and social justice. We engage a diverse network of donors, volunteers, and nonprofits.



**Responsiveness:** We leverage social, human, financial, intellectual, and creative capital to lead our community to identify and address current and emerging needs.