



### *Position Description*

## Development Coordinators/Directors

### **POSITION OBJECTIVES**

FAO's Development Coordinators/Directors will lead, inspire and support the success of volunteer leaders in Gallia, Guernsey, Harrison, Monroe, Morgan and Meigs counties in developing \$1 million in new community endowment [within each County]. The position will simultaneously support donors in establishing a large number of outright and legacy gifts, to create opportunities within these communities.

As a result, these counties will build a significant amount of new resources to create opportunities in: Education; Arts & Culture; Health & Human Services; Community & Economic Development; and Environmental Stewardship.

### **MEASURES OF SUCCESS**

#### **Activities**

- Represent FAO at approximately 40 community events in assigned geography
- Log approximately 260 donor prospect and professional advisor visits annually in assigned geography (some may be visits with people who grew up in the assigned geography but now live elsewhere)

#### **Outcomes**

- Implement strategies to successfully secure \$1 million in endowment for assigned geography
- Establish five to ten new endowment funds per year
- Scale FAO *Pillar of Prosperity* program opportunities in assigned geography

#### **Impact**

- Effectiveness in accelerating and assisting the efforts of local FAO volunteers to build funds and access FAO *Pillar of Prosperity* programming
- Value added to work of FAO team members organizing campaigns and program efforts in other communities
- Evidence of increased momentum and brand recognition for FAO in assigned geography

### **QUALIFICATIONS AND CHARACTERISTICS**

- Contagious enthusiasm for FAO mission of creating opportunities for the citizens and communities of Appalachian Ohio by inspiring and supporting philanthropy
- Deep knowledge of assigned geography; **we believe it is important to live within or very close to your assigned geography**, in order to efficiently adapt your schedule to the life of the community and to donor preferences

- Five to seven years fundraising or sales experience preferred, with demonstrated success securing major gifts or accounts; experience managing volunteers and/or sales team a huge benefit; experience in the field of constituent relations or governmental affairs would also be of relevance
- Integrity, honesty, trust-worthiness, follow-through and discretion; a “people person” who is a good listener, with great compassion and empathy for others and an excellent memory for the details uniquely important to donors

#### **OTHER DETAILS**

- Reports to the Chief Executive Officer
- Salaried position with health and IRA retirement plans. To the extent our budget allows, salary will be commensurate with experience; all travel expenses are reimbursed
- Required to report to FAO headquarters in Nelsonville, Ohio, one day per week

#### **APPLICATION**

To apply, please send a cover letter and resume to [msharkey@ffao.org](mailto:msharkey@ffao.org). We regret we are not able to personally respond to each individual candidate and will contact you if we would like to set up an interview. **The first round of interviews will start on Friday, July 8, 2016.**