Job Title: Director, Development  
Reports to: Vice President, Development & Donor Relations  
Status: Full-time, exempt  

Position summary  

The Director of Development is primarily responsible for helping the Foundation meet its growth as well as fund and asset development goals through the identification, cultivation, solicitation, and stewardship of new and existing donors. Through relationship development, donor fund support, planned gift offerings, coordination with financial advisors, campaigns, and special events, the Director of Development will work closely with the Vice President, Development & Donor Relations to provide exceptional service to Foundation donors as well as engage and partner with new philanthropists; all to make a lasting impact in New Mexico through the achievement of our strategic goals. The position is also responsible for supporting program staff through research and grantwriting.  

Duties & responsibilities  

Manages the implementation and growth of individual and corporate fundraising activities:  
- Guides the onboarding process of new donor created funds.  
- Demonstrates strict attention to and prompt response to donor inquiries and needs.  
- Creates and delivers multiple appeals for specifically focused funds and initiatives of the Foundation.  
- Provides ongoing stewardship and routinely assesses the Foundation’s donor partners’ needs and goals with an eye toward increasing philanthropy levels.  
- Focuses on donor stewardship and prospect cultivation, which includes a commitment of some weeknight and weekend time.
• Monitors and improves donor services and donor management system.
• Contributes to the research of current and new donors and partners, as well as maintenance of the Foundation’s donor database and software platforms.
• Builds and manages a comprehensive corporate giving program that aligns corporate philanthropic interests with SFCF priorities and initiatives.
• Attends various community events to network and builds relationships with existing and potential donors and partners.
• Maintains attentiveness to any changes in existing tax law or new legislation that may affect giving patterns.
• In coordination with Director of Marketing and Communications, identifies and develops high-impact tools such as white papers, brochures, fact sheets, presentations, case studies, business cases, and blog articles.
• Provides reports to Vice President of Development & Donor Relations on fundraising activities.

Event Coordination:
• Works with the Development & Donor Relations team on event planning and logistics including room setup, reservations, decorations, entertainment, ordering food, and marketing.
• Coordinates Foundation special events such as the Piñon Awards, Guess Who’s Coming to Dinner, NextGen quarterly functions, and other special events run by component funds of the Foundation.
• Serves as the direct contact for various event sponsors and vendors.
• Maintains close relationships with vendors and venues. Assists with issuing invoices and collecting payments.

Grant requests and administration:
• Work with Vice President of Development & Donor Relations on regranting program applications and Corporate Giving applications.
• Coordinate with Learning Hub team with researching and writing grants.
• Provide timely reporting and ensure compliance as required by grant award documentation.
Preferred qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language ability**

- Ability to read, analyze, and interpret common scientific and technical journals, finance reports, and legal documents.
- Ability to respond to common inquiries of complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to the prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

**Math ability**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

**Reasoning ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Knowledge, skills, and other abilities**

- High commitment to integrity, professionalism, and personalized service.
- Successful history managing high-volume annual appeals and cultivation events.
- Knowledge and demonstrated ability to successfully identify, cultivate, and maintain
relationships with donors and partners.

- Demonstrated skills in written and oral communication.
- Demonstrated experience and successful track record in philanthropic development.
- Familiarity with issues related to the Foundation’s mission, including health and human services, the arts, education, environment, and economic opportunity.
- Ability to plan, conduct, and document meetings.
- Ability to work outside standard hours as needed, including occasional evenings and weekends.
- An affinity for philanthropy, the role of nonprofits in strengthening communities, and a commitment to equity, diversity, and the power of social change.

**Computer skills**

To perform this job successfully, an individual should be proficient in the use of office technology and information systems including Word, Excel, Outlook, PowerPoint, and donor databases, preferably Foundant.

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**Education/experience**

Bachelor’s degree (B. A. / B. S.); or four to six years related experience and/or training. Experience in fundraising, outside sales, or in a nonprofit preferred.

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**Company benefits**

The Santa Fe Community Foundation offers a highly competitive salary, 401(K), medical, dental, vision, and life insurance, PTO, and a generous number of company holidays.

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**Working Conditions**
This is an in-person position, with standard hours Monday through Friday. Occasional work during evenings and weekends required.

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations. Due to the nature of external appointments and/or responsibilities requiring travel to locations not easily accessible by public transportation, driving is an essential job responsibility for this position.
- Required to be available via telephone for work-related emergencies and to speak with clients and/or others while away from the office and/or with clients and/or others located in other time zones outside SFCF business hours.
- Work may require occasional weekends and/or extended workdays.
- Punctuality and satisfactory attendance are essential functions of the job.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management’s discretion, the employee may be assigned different or additional duties from time to time.

About the Santa Fe Community Foundation

Since 1981, the Santa Fe Community Foundation has been dedicated to improving the health and vitality of northern New Mexico. As a comprehensive center for community philanthropy, we are proud to fund and collaborate with hundreds of local nonprofits, connect thousands of generous donors to giving opportunities, and support causes that improve the quality of life for all in our region. Learn more at santafecf.org/about.

How to apply

We are looking for top talent: people who want to use their abilities to make a lasting difference.
If that is you, then please send your resume and a cover letter explaining your interest in the Director of Development position and what you would bring to the Santa Fe Community Foundation. You may submit your application via email to careers@santafecf.org or online at santafecf.org. No calls please.

Application deadline: Open until filled.

The Santa Fe Community Foundation is an equal opportunity employer committed to valuing diversity and practicing inclusion. We actively seek and encourage applications from minorities, women, and people with disabilities.