

POSITION DESCRIPTION
Director of Development
New York State 4-H Foundation

General Duties and Responsibilities

The Director of Development provides fund development leadership and strategy, and is responsible for the successful implementation of the Foundation's strategic plan in order to achieve fund development goals. The mission of the Foundation is to secure funds that enhance the 4-H Youth Development Program in NYS. This position develops, executes and manages a dynamic fund development program and establishes lasting relationships with donors that include individuals, corporations and foundations. Mutually agreed upon annual objectives and fundraising goals align with the Foundation's Strategic Plan and NYS 4-H Program priorities. Responsibilities include frequent travel throughout New York and some national travel.

Working and Supervisory Relationships

The Director of Development is accountable to, and works closely with the NYS 4-H Foundation Board and its committees. They will assist with the development of the Board of Directors (including the identification, recruitment, training, and support of Board members) in conjunction with the Cornell Cooperative Extension Assistant Director for 4-H Youth Development and the Board itself. The Director of Development also establishes and maintains coordinated working relationships with Public Affairs in the Colleges of Human Ecology and Agriculture and Life Sciences as well as Cornell University.

This position works collaboratively with staff of the National 4-H Council (4-H's national, non-profit partner), utilizing them as strategic resources for program and fund development partnerships

The position works under the supervision of the Board of Directors, through the Chair, and receives functional guidance from the Assistant Director for 4-H Youth Development. An annual performance review is conducted by the Chair of the Foundation Board and the Assistant Director for 4-H Youth Development, with input from all Board members. This position provides leadership and supervision to other staff working in support of the Foundation.

Responsibilities of this position include:

- Design, implement, and evaluate a comprehensive fund development program to increase funding for 4-H program priorities in accordance with strategic objectives and goals established by the NYS 4-H Program Office and the 4-H Foundation Board of Directors. The plan may include, but will not be limited to, fundraising with individuals, private foundations, corporations, commodity groups, and agencies; planned giving; special events; identification of grant opportunities; and collaborative efforts with the development offices of the Colleges of Agriculture and Life Sciences and Human Ecology, National 4-H Council and County Cornell Cooperative Extension Associations.
- Build a comprehensive donor relationship program that expands the current donor base, including the identification, cultivation and solicitation of prospective donors, as well as on-going donor recognition and engagement.

- Engage donors and other partners through effective, stakeholder-focused marketing and communications, to positively position the Foundation and increase knowledge and support of 4-H.
- Identify, recruit, and engage Board members and other volunteers in support of the Foundation's fundraising programs and events.
- Work with the Board in the identification and recruitment of new Board members.

Basic Qualifications:

Candidate must have a Bachelor's degree with 5 or more years of progressive, proven experience in fund development, sales, marketing or a similar field. Must demonstrate results oriented abilities in relationship building as well as in marketing and communications strategy development. Knowledge and experience in the field of youth development, or a willingness to learn. Must be highly motivated and self directed, able to work both independently and collaboratively. Must be able to meet travel requirements of the position.

Highly Desirable Skills and Abilities:

- Highly developed interpersonal skills, affinity for networking and demonstrated high level of confidence and poise in front of others (including Board of Directors, businesses, donors) with a strong customer-service orientation
- Excellent written and oral communication skills with the ability to engage and inspire a wide range of audiences
- Demonstrated ability in community outreach and relationship building a plus
- Experience in successfully managing complex programs and projects and applying resourcefulness and creative problem solving
- Proven ability to manage multifaceted work in a highly organized manner ; excellent attention to detail
- High level of initiative, trustworthy, self-confident, outgoing and personable, innovative and flexible
- Experience with budget development and management

Location: The NYS 4-H Foundation office is located in Syracuse, NY. The location of this position is negotiable based on the successful candidate selected.

Salary: Minimum starting salary is \$65,000.

Search Process: There will be a rolling-search, which will continue until a successful candidate is hired.

**Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply. EOE.

Email a resume and cover letter to the attention of Margaret O'Neill at:
nys4-hfoundation@nys4hfoundation.org