ORGANIZATIONAL MISSION
To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

PRIMARY PURPOSE OF JOB
The Director of Philanthropic Services is responsible for maintaining and nurturing relationships with nonprofit partners and providing other development related activities in alignment with Community Foundation of the Ozarks’ mission, vision and values.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - Other duties may be assigned

- Work with the Vice President of Development and Director of Donor Services to manage and carry out development strategies and activities.
- Develop and maintain close working relationships with existing agency/nonprofit partners to provide strong and effective customer service and increase agency investment.
- Plan and execute educational and professional development programming for Agency Partners, including facilitation of strategic plans and leadership group discussions.
- Develop new agency partner relationships/funds in partnership with the VP of Development and the affiliate department of the CFO.
- Manage distributions for Agency Partner funds and grants for non-advised funds as related to the development department.
- Manage grants from designated endowment funds as related to the development department.
- Partner with the programming department of the CFO as needed for agency-related initiatives.
- Assist with the operations of new fund development by entering agency and designated funds into the foundation’s fund management database system.
- Write and distribute Agency Partner e-newsletter in partnership with the communications department of the CFO.
- Assist with Donor Central, CFO’s online fund portal, as it relates to agencies.
- Assist with foundation events as related to the development department.
- Other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated understanding of philanthropy related to non-profit organizations.
- Understanding of community issues, particularly as related to the non-profit landscape.
- Ability to build strong partnerships with others.
- Strong verbal communication skills and demonstrated ability to write clearly; strong interpersonal skills.
- Strong organizational skills and excellent time management skills.
- Ability to organize and prioritize multiple projects/tasks.
- Willingness to work flexible hours including some nights and weekends and to telecommute from home as necessary.
- Proficient with Microsoft Office Suite, including Word, Excel, and Outlook. Experience with database work preferred.

CFO VISION STATEMENT AND DEPARTMENTAL CORE COMPETENCIES

Integrity: Stewardship you can trust.

Respect: Relationships matter.

Leadership: Collaboration creates solutions.

Vision: Our focus is forever.

Adaptability: Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.

Building Partnerships: Identifying opportunities and taking action to build strategic relationships between one’s area and other areas, teams, departments, units, or organizations to help achieve business goals.

Contributing to Team Success: Actively participating as a member of a team to move the team toward the completion of goals.

Innovation: Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor degree in development, nonprofit management, marketing, communications, business or other relevant field preferred. Minimum of two year’s relevant work experience preferred.
- Must possess a valid driver’s license and have a good driving record.

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<thead>
<tr>
<th>Physical Requirements</th>
<th>Percentage of Work Time Spent on Activity</th>
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<tbody>
<tr>
<td>Seeing: Must be able to see to read documents</td>
<td>0-24%</td>
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<tr>
<td>Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.</td>
<td>25-49%</td>
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<td>Sitting: Must be able to sit for long periods of time.</td>
<td>50-74%</td>
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<td>Standing/Walking: Must be able to move about the work area.</td>
<td>75-100%</td>
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<tr>
<td>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.</td>
<td>X</td>
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<tr>
<td>Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.</td>
<td>X</td>
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<tr>
<td>Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.</td>
<td>X</td>
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WORKING CONDITIONS

The work environment is usually a well-lit, environmentally controlled indoor environment with moderate level of noise. Position requires limited regional travel.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

__________________________________________________________  ______________
Employee Signature                                           Date