



JOB TITLE: Director of Affiliate Engagement
FLSA STATUS: Full-Time, Exempt
REPORTS TO: Vice President of Development & Philanthropic Services
Grade: 13

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 Affiliate Engagement is responsible for directing affiliate foundation advancement and operational activities and coordinating regional development activities in alignment with Community Foundation of the Ozarks' mission, vision, and values. This position supervises the affiliate coordinators in their assigned region.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

- Supervise affiliate foundations by implementing a tiered network of services for affiliate foundations that operate with volunteer boards.
- Supervise Affiliate Coordinators in assigned region, providing direction, training, career development, feedback, performance appraisals, etc.
- Works with the Vice President of Development & Philanthropic Services to manage initiatives that promote collaboration and growth opportunities for the affiliate community foundation network of the CFO.
- Works with the Vice President of Development & Philanthropic Services to manage development strategies for the affiliate community foundations.
- Promotes affiliate development, including working with donors, nonprofits and schools to establish charitable funds and planned charitable gifts.
- Cultivates and nurtures relationships with potential donors, corporate/business sponsors, and nonprofit agency partners.
- Ensure affiliate foundation boards have the tools, training, and support to develop and carry out strategic goals as set by the CFO and the affiliate community foundations.
- Partner with donor services and philanthropic services staff to provide exceptional service to constituents, including potential and current donors and nonprofit partners.
- Partner with or connect affiliate community foundations to Community Impact team members for affiliate discretionary grantmaking programs.
- Promote best practices in annual, major and planned giving programs to meet fundraising goals.
- In partnership with other members of the Development & Philanthropic Services team and the Communications Team, plan affiliate education opportunities including, but not limited to Rural Philanthropy Summit and Regional Meetings.

- Travel to affiliate locations and event sites as requested and required.
- Other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated understanding of philanthropy related to non-profit organizations.
- Knowledge of philanthropy, fundraising, and trends in the field.
- Understanding of community/regional issues.
- Ability to build strong partnerships with others.
- Willingness and ability to prospect, cultivate, and produce funds/donors.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively, and strong interpersonal skills.
- Strong leadership, management and supervisory skills fostering a participatory, trusting and respectful environment.
- 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 as necessary.
- Proficient in Microsoft Office Suite, including Word, Excel, and Outlook. Experience with database work is preferred.
- Willingness and ability to travel throughout the region as needed.

CFO CORE VALUES AND COMPETENCIES

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

Building Trust – Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.

Constituent Focus –Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent’s needs.

DIRECTOR OF AFFILIATE ENGAGEMENT CORE COMPETENCIES

- Building Partnerships - Identifying opportunities and taking action to build strategic relationships in the CFO region and among the CFO departments to help achieve organizational goals
- Formal Presentation - Presenting ideas effectively to individuals or groups
- Inspiring Others - Using interpersonal styles and methods to inspire and guide individuals toward higher levels of performance.
- Leadership Disposition - Demonstrating the traits, inclinations, and dispositions that characterize

successful leaders.

- Work Standards - Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- Bachelor's degree in development, nonprofit management, marketing, communications, business or other relevant field preferred.
- A minimum of three years' relevant work experience is preferred.
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

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

WORKING CONDITIONS

This position will be remote with access to the CFO's Springfield office when necessary. Travel up to 50% will be required for work related assignments.

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