



Job Description: DIRECTOR OF ADVANCEMENT

Organization Overview

The Orangevale-Fair Oaks Community Foundation is dedicated to enhancing the quality of life in the Orangevale and Fair Oaks communities. We support local initiatives, foster community engagement, and provide resources to programs that make a positive impact on our residents. We are building a community where everyone can flourish. For more info about our program and purpose, visit www.ovfocf.org.

Position Summary

The Director of Advancement will lead and expand the Foundation's fundraising efforts, focusing on major gift donations, donor relationships, sponsorships, and grant funding. This role is crucial in advancing our mission and ensuring the sustainability of our programs and initiatives.

Key Responsibilities

- **Major Gift Development:**
 - Identify, cultivate, and solicit major gift prospects.
 - Develop and implement strategies to increase major gift donations.
 - Steward relationships with major donors to ensure long-term engagement.
- **Donor Relationship Management:**
 - Build and maintain strong relationships with existing and prospective donors.
 - Oversee donor recognition programs and events.
 - Ensure timely and personalized communication with donors.
- **Sponsorships:**
 - Develop corporate sponsorship opportunities and partnerships.
 - Create sponsorship packages that align with corporate social responsibility goals.
 - Manage relationships with corporate sponsors to ensure mutual benefits.
- **Grant Funding:**
 - Research and identify grant opportunities that align with our mission.



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- Prepare and submit compelling grant proposals.
 - Manage grant reporting and maintain compliance with grant requirements.
 - **Strategic Planning:**
 - Collaborate with the executive team to develop fundraising strategies and goals.
 - Monitor fundraising progress and adjust strategies as needed.
 - Provide regular reports on advancement activities to the Board of Directors.
 - **Community Engagement:**
 - Represent the Foundation at community events and networking opportunities.
 - Engage with community leaders and stakeholders to promote our mission.
 - Increase the Foundation's visibility through public speaking and outreach.
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Qualifications

- Bachelor's degree in Nonprofit Management, Business Administration, Marketing, or a related field; Master's degree preferred.
 - Minimum of 5 years of experience in fundraising, development, or advancement roles.
 - Proven track record of securing major gifts and managing donor relationships.
 - Experience in grant writing and knowledge of grant processes.
 - Strong networking and relationship-building skills.
 - Excellent verbal and written communication skills.
 - Proficiency with donor management software and fundraising tools.
 - Ability to work independently and as part of a team.
 - Passion for community development and the mission of the Orangevale-Fair Oaks Community Foundation.
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Reporting Relationship



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Compensation and Benefits

- Competitive salary commensurate with experience.
 - Health insurance.
 - Paid time off and holidays.
 - Professional development opportunities.
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Application Instructions

Interested candidates are invited to submit the following:

- A current resume.
- A cover letter detailing your interest in the position and relevant experience.
- Contact information for three professional references.

Please send your application materials to careers@ovfocf.org with the subject line "Director of Advancement Application – [Your Name]" by December 31, 2024.

The Orangevale-Fair Oaks Community Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.