



**COMMUNITY
FOUNDATION**
OF FAYETTE COUNTY

JOIN US IN STRENGTHENING FAYETTE COUNTY

DIRECTOR OF DEVELOPMENT JOB POSTING

The Community Foundation of Fayette County (CFFC) is growing, and we are recruiting a caring, relationship-driven leader to become our first **Director of Development**.

At CFFC, we believe in the power of community. This role is about more than fundraising, it is about building trust, nurturing partnerships and helping the Fayette County community come together to nurture positive impact.

Our Director of Development will:

- **Connect with donors and partners** who care deeply about Fayette County.
- **Celebrate generosity and inspire** others to give back.
- **Help shape a stronger future for Fayette County** residents and nonprofits.

If you are passionate about people and believe in the strength of community, we welcome your application.

Applications will be accepted until the position is filled, reviewed and acknowledged regarding potential next steps on a weekly basis.

Submit Applications to: info@cffayettepa.org

CFFC is an equal opportunity employer and welcomes applicants from diverse backgrounds.

COMMUNITY FOUNDATION OF FAYETTE COUNTY

The Community Foundation of Fayette County (CFFC) was established in 1999 by dedicated local leaders with a vision to strengthen our community. As a nonprofit, CFFC works to enhance the quality of life in Fayette County by bringing together the generosity of individuals, families, and businesses to support impactful nonprofit organizations through grants and students through scholarships.

CFFC's mission is simple yet powerful: to build a stronger Fayette County by encouraging charitable giving, empowering nonprofits, and fostering lasting community change. We invite you to be part of this mission — together, we can make a difference.





DIRECTOR OF DEVELOPMENT POSITION DESCRIPTION

Position Overview

The Director of Development plays a central role in advancing the mission and long-term growth of CFFC. This position is responsible for cultivating and deepening relationships with individual donors and professional advisors with the goal of increasing charitable assets—including unrestricted and endowed funds—and supporting CFFC's donor stewardship and engagement activities.

This is a highly relational role requiring strong interpersonal skills, comfort with fundraising, and a deep commitment to the mission and values of CFFC.

Key Responsibilities

Fund Development & Donor Cultivation

- Lead the development and implementation of strategies to grow CFFC's assets, with a focus on major and planned giving.
- Build, manage and maintain a pipeline of donor prospects and professional advisors that serve Fayette County.
- Identify, cultivate, and solicit new donor prospects, including individuals, families, giving circles, businesses, and legacy donors.
- Serve as the relationship manager for a portfolio of current and prospective donors, ensuring personalized engagement and stewardship.
- Engage new donors in CFFC's "Building a Stronger Fayette Fund" created to support projects designed to address community needs.

Donor Services & Stewardship

- Support ongoing donor communications, including philanthropic review meetings, fund updates, event invitations, and impact reporting.
- Collaborate with staff to design and deliver meaningful donor experiences, such as grantee site visits and appreciation events.
- Ensure all donor information and activities are tracked accurately in CFFC's donor database.

Professional Advisor Engagement

- Cultivate relationships with attorneys, financial advisors, accountants and other professionals to generate donor referrals and planned giving opportunities.
- Coordinate or support advisor-focused events such as seminars, appreciation luncheons, and continuing education programming.

Marketing & Outreach

- Work with the CEO and marketing staff to promote charitable giving opportunities and highlight donor impact stories.
- Collaborate with staff to create and distribute educational materials about charitable giving through CFFC.
- Contribute to the development of campaigns and collateral that support asset development, including planned giving materials and the "Building a Stronger Fayette" fund.
- Attend meetings and networking events to engage prospective donors and professional advisors.

Organizational Support

- Participate actively in strategic planning and goal setting related to development and donor engagement.
- Prepare reports and updates for the CEO and Board of Directors.
- Assist with engaging donors in the annual Gala of Giving, and other fundraising events.

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Qualifications and Experience

Required:

- Bachelor's degree or equivalent professional experience.
- 5+ years of experience in development, marketing, sales, fundraising, planned giving, or donor services.
- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills.
- Demonstrated ability to work independently and manage multiple priorities.
- Comfort with Microsoft Office Suite and willingness to learn donor database.

Preferred:

- Knowledge of community foundations, donor-advised funds, and planned giving vehicles.
- Experience working with professional advisors and high-net-worth individuals.
- Familiarity with Fayette County or similar rural/regional communities.

Reporting Structure

- The Director of Development reports directly to the CFFC's Chief Executive Officer.

Work Schedule and Location

- This is a full-time, in-person position based at the CFFC office in Uniontown, PA.
- Occasional travel and evening/weekend availability required for meetings and events.

Compensation and Benefits

- Salary: Competitive and commensurate with experience, ranging from \$60,000 to \$75,000 per year plus benefits.
- Benefits: Health insurance, retirement contributions, paid time off and professional development opportunities.

Interested candidates should submit the following:

- A cover letter detailing their experience that aligns with the opportunity.
- A current resume detailing relevant qualifications and achievements.
- Three professional references (name, title, relationship and contact information).

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