Community Foundation for the Land of Lincoln
The Community Foundation for the Land of Lincoln (CFLL) is an independent, not-for-profit organization headquartered in Springfield, IL. The Foundation’s mission statement is connecting people who care with causes that matter. CFLL works to build philanthropic resources in its service area through the establishment of charitable funds by local donors. Since 2002 the Foundation has grown from one fund with approximately $800,000 in assets to more than 230 funds with over $43 million in total assets. The Foundation has awarded more than $15 million in cumulative grants, including over $2.8 million in 2019 alone. For more information, visit www.CFLL.org.

Position
The Vice President of Development is an exempt management level position responsible for organizing, planning, directing, and evaluating the Community Foundation’s fund development functions. The Vice President of Development works under the direct supervision of the President and CEO and works collaboratively in a team environment with other staff, the Board of Directors and other volunteers to provide the highest quality service to the Community Foundation’s current donors, other nonprofit organizations, donor prospects and the professional advisor community.

Duties and Responsibilities
• Create and implement a comprehensive development plan focusing on the identification, cultivation and solicitation of outright and deferred major gift prospects.
• Manage all major gift functions, including planned giving, donor prospecting and research, foundation grants, and special fundraising campaigns.
• Manage and grow the CFLL annual appeal.
• Foster major prospects and help solicit current or deferred gifts in collaboration with the President and CEO.
• Foster relationships with professional advisors in the legal, accounting and financial services professions who have philanthropically minded clients who may benefit from establishing funds at CFLL.
• Engage and actively involve current and former Directors and other volunteers in generating new relationships and contributions.
• Manage and grow the Society of 1924 bequest society.
• Personally manage relationships and solicitation process for individuals, businesses and organizations, including not-for-profit agencies.
• Organize fundraising campaigns and events by setting objectives, targeting supporters, strategizing approaches and making solicitations.
• Manage communications of up-to-date knowledge of philanthropic trends and legislation that impact our donors, fund holders and professional advisors.
• Build the Foundation’s base of professional advisor partners (estate planning attorneys, accountants, financial planners, trust officers, and life underwriters); strengthen existing relationships; and encourage client referrals through a mix of individual meetings, educational seminars and recognition activities.
• Contribute to the direction and management of the entire Community Foundation by active participation on the senior leadership team.
• Maintain up-to-date call reports from interactions with current and potential donors and prepare summaries and reports regarding development activities for Staff, Board and Committee meetings (e.g., gift, bequest society, campaign reports).
• Develop strategies for tracking and measuring progress and development success.
• Develop new fundraising strategies that leverage opportunities to generate income for the Foundation.
• Manage special events for donors and professional advisors.
• Attend community events on behalf of the Foundation and participate in/make presentations at meetings of appropriate civic, professional, business and community organizations.
• Other duties as assigned by the President and CEO.

Qualifications
• Minimum of 3 - 5 years experience in fund development, or other relevant experience
• Bachelor’s degree
• Outstanding verbal and written communication skills
• Strong interpersonal and networking skills among diverse constituent groups
• Highly organized and able to manage multiple projects simultaneously
• Demonstrated commitment to philanthropy and community service
• Genuine dedication to team building, which includes mentoring and coaching employees effectively to their skills as well as the ability to rally a team to meet a goal
• Proficiency with MS Word, Excel, PowerPoint, Constant Contact
• Willingness to work occasional evening and weekend events
• Existing knowledge of the local community and philanthropic landscape a plus
• CFRE a plus
• Persuasive, persistent and able to overcome objections and delays
**Hiring Policy**
The Community Foundation for the Land of Lincoln considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

**Compensation**
This position is administrative, full-time, and will be eligible to participate in CFLL’s employee health and benefits plan. Compensation will be commensurate with skill level and experience.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum level of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.

Interested candidates should submit a cover letter, resume and three references to Betsy Weidner (weidner@CFLL.org) or the Community Foundation for the Land of Lincoln, 205 South Fifth Street, Suite 530, Springfield, IL 62701.