

Community Foundation of Central Missouri (CFCM)

Fund Development Specialist (FDS)

About the Organization:

The Community Foundation of Central Missouri (CFCM) works to facilitate philanthropy. We want to make charitable giving easy, fun, accessible, and having impact. We help donors provide revenue to causes they care about deeply. The CFCM is a full-range, one-stop, charitable giving shop offering a mix of investment and fund management services, grant guidance and support, and knowledge of the nonprofit sector.

Our Mission

The Community Foundation of Central Missouri inspires and nurtures philanthropy for the public good.

Our Vision

The Foundation leads the way by employing the sustainable power of philanthropy in support of nonprofit missions in our service area.

Core values for CFCM's work:

- Encourage generosity and a philanthropic spirit
- Be ethical, trustworthy, and guided by personal integrity
- Be transparent and responsible stewards of the public trust
- Be collaborative, inclusive, community-focused, and people-centered
- Emphasize quality and excellence in all we do
- Adhere to sound and generally accepted standards of fiscal accountability
- Adopt goals that reflect the needs of communities we serve
- Establish long-lasting relationships that will strengthen our ability to help others

How You Fit In:

The Fund Development Specialist (FDS) is a new, full-time position and an essential addition to our team. Reporting to the Executive Director (ED) of the Community Foundation, the primary goal of the Fund Development Specialist (FDS) is to help CFCM increase regional philanthropic impact through establishing new funds in Central Missouri.

What You'll Do:

- Be a steward of CFCM's resources by developing positive relationships and helping to foster a climate of high performance, teamwork, collaboration, and effective communication
- Identify new fund donor prospects
- Maintain new fund donor prospect portfolio using CFCM data systems
- Visit new fund donor prospects, pulling in the Executive Director as may be helpful
- Work with Executive Director to prepare establishing documents for new funds
- Establish new funds with donor prospects
- Lead CFCM's Professional Advisor relationships program through quarterly scheduled events and activities, in consultation with the Executive Director
- Provide personal clerical activity (filing, emails, phone calls, letter and note preparation, etc)

Basic Qualifications:

- Familiarity with and passion for nonprofit work and philanthropic support
- Quantifiable fundraising and/or fund development experience

- Preferred fundraising or fund development achievements (certificates of completion, coursework, professional affiliations, etc.)
- Extremely strong organizational skills
- Ability to build and develop relationships
- Ability to execute daily tasks with minimal supervision
- Maintain records or files in a compliant and organized fashion
- Proficient in Microsoft Office products and technology aptitude

Key Competencies:

- Communicates Effectively
- Resourceful
- Action Oriented
- High Integrity
- Collaborative
- Ensures Accountability

What CFCM Offers:

Compensation for this role is market competitive. Benefits may include a stipend for healthcare coverage, up to 3% retirement savings match. This is a part-time position with schedule flexibility. The FDS will primarily work remotely; CFCM also has an office in conference space and IT Capabilities. Results will take precedence over office presence.