



Development Officer Position Description

Title: Development Officer

Location: Fairfax, VA 22030

Reports to: Vice President of Marketing and Events

Terms: Full-Time Exempt

About the Community Foundation for Northern Virginia

The mission of the Community Foundation for Northern Virginia (CFNOVA) is to advance equity through philanthropy and community leadership. Guided by a five-year strategic plan, CFNOVA strives to build a community that works for everyone by fostering inclusivity, equity, and prosperity. Through donor-advised funds, permanent funds, giving circles, and other charitable endowments, CFNOVA is dedicated to addressing the region's most pressing needs and creating meaningful impact for our diverse community.

As an Equal Opportunity Employer, CFNOVA provides equal employment opportunities to all employees and applicants without regard to race, religion, sex, national origin, age, sexual orientation, gender identity, veteran status, or disability. We encourage people from diverse backgrounds to apply.

About the Position:

The Development Officer plays a key role in achieving the philanthropic goals of the Foundation by cultivating meaningful relationships with donors, professional advisors, and community partners. This position is responsible for developing and implementing strategies to grow CFNOVA's assets, fostering donor engagement, and driving significant philanthropic support with a focus of major gift development. The Development Officer reports to the Vice President of Marketing and Events and works collaboratively with staff, Board Members and volunteer committees to advance CFNOVA's mission and strategic priorities.

Key Responsibilities

Strategic Fundraising and Development

- 1) Develop and execute a short- and long-term strategic asset development aligned with CFNOVA's mission and overall strategy.
 - a. Seek and secure long-term, endowed, and unrestricted contributions, including bequests, planned gifts, real estate, and closely held business interests.
 - b. Solicit and secure 5-, 6- and 7-figure major gifts from assigned prospects.
 - c. Grow contributions for grantmaking, scholarships, and emerging needs.
 - d. Convert family/private foundations and cultivate nonprofit endowment accounts.

- 2) Collaborate with the finance team to ensure legal agreements and accurate donor records are maintained (e.g.: for Charitable Funds such as Donor Advised Funds and other Fund types).
- 3) Researches, develops, and writes funding proposals, appeal letters, and reports as required.

Donor Cultivation and Stewardship

- 1) Cultivate, maintain, and initiate relationships and stewardship with current and prospective donors, becoming their thought partner in family giving priorities, with consideration to the generational shift of wealth to younger family members.
 - a. Host donor-centric events and stewardship activities that are specific to community needs.
- 2) Cultivate, maintain, and initiate relationships with professional advisors (attorneys, financial advisors, etc.) to create a pipeline of potential donors.
 - a. Host curated and targeted events for this group.
- 3) Foster relationships with a diverse set of donors to reflect CFNOVA's broad community impact.
- 4) Oversee content and ideas for monthly professional advisor newsletter in partnership with the Marketing team.
- 5) Support the creation and revision of policies and materials related to donor development activities.

Community Engagement and Collaboration

- 1) Partner with the Grants and Community Leadership team to align donor interests with community needs and grantmaking opportunities.
 - a. Develop customized portfolios and educate donors on high-impact community needs.
 - b. Coordinate messaging with regional philanthropic organizations to ensure consistent delivery.
 - c. Pitch ideas celebrating success stories in partnership with Marketing team that will appeal to donors.
- 2) Represent CFNOVA at community events and donor meetings on some evenings and weekends to promote philanthropic priorities and serve as the face of the organization alongside President and CEO.

Operational Excellence

- 1) Maintain accurate donor cultivation records and ensure proper database management.
- 2) Partner with the finance team to contribute to short- and long-term revenue projections.
- 3) Recruit, hire, train, and manage development staff as needed to build a strong team and leadership pipeline as budget and organizational needs warrant.
- 4) Attend staff meetings and collaborate with team members to achieve organizational goals.

Fundraising Events and Campaigns

- 1) Support comprehensive fundraising efforts, including campaigns, donor events, and community initiatives.
- 2) Develop strategies for operational fundraising, including corporate partnerships and event sponsorships.

Qualifications

- Bachelor's degree required.
 - 10+ years of experience in major gifts fundraising, planned and legacy giving or related roles.
 - Demonstrated success in securing major gifts and building donor relationships.
 - Knowledge of donor management software (e.g., Foundant's CommunitySuite, Sales Force, etc.) preferred.
 - Excellent communication, organizational, and interpersonal skills.
 - Ability to manage multiple priorities and work collaboratively within a team.
 - Professional credential such as Certified Fundraising Executive (CFRE), Chartered Advisor in Philanthropy (CAP[®], etc.)
 - Familiarity with legal and regulatory compliance issues related to nonprofit fundraising, with particular attention to community foundations.
 - Commitment to CFNOVA's mission and values.
-

Salary and Benefits

- Salary: \$105,000
 - Benefits:
 - 3 weeks of paid time off (PTO).
 - 401(k) plan with employer matching.
 - Health insurance coverage.
-

Application Process

Interested candidates are encouraged to submit a resume, cover letter, and references by February 5, 2025, to Tara Nadel, Vice President of Marketing and Events, at jobs@cfnova.org.
