

Job Title: Director of Development and Donor Relations**Location:** North Vernon, IN**Reports to:** Executive Director**Employment Type:** Full-Time / Part-Time**FLSA Status:** Exempt – Full-Time / Part-Time**Position Summary:**

The Director of Development and Donor Relations at the Jennings County Community Foundation will play a pivotal role in advancing the organization's fundraising and community engagement efforts. This position requires a dynamic individual with a passion for philanthropy, excellent communication skills, and a strategic mindset. This role is ideal for someone who is eager to learn and grow within a nonprofit environment, with exposure to all areas of community foundation work, including database management, donor relations, event planning, marketing, and finance.

Key Responsibilities:**Asset Development**

- Work with the leadership team to identify and pursue strategic asset development opportunities that align with the Foundation's mission and goals.
- Cultivate relationships with potential and existing donors, ensuring personalized stewardship and engagement to foster long-term support for the Foundation's initiatives.

Marketing & Communications

- Develop and implement communication and marketing strategies to effectively convey the impact of donor contributions, foundation programs, and community initiatives to stakeholders
- Oversee the drafting, scheduling, and posting foundation content on social media, email newsletters, and the website
- Help prepare printed and digital materials for events, fundraising campaigns, and community outreach
- Coordinate mailing lists, invitations, and promotional materials

Fundraising & Events

- Oversee the planning and execution of donor cultivation events, community programs, and fundraising initiatives, ensuring seamless coordination and maximum donor participation
- Collaborate with the board of directors to develop and implement fundraising strategies, engaging them in donor cultivation and stewardship activities
- Track sponsorships, ticket sales, in-kind donations, and event participation as necessary
- Work closely with the Executive Director on campaign logistics, donor outreach, and stewardship efforts

Qualifications:

- Bachelor's degree in a related field preferred but not required (e.g., nonprofit management, communications, business administration)
- Prior experience in office administration, nonprofit, or customer service roles preferred
- Strong organizational skills, attention to detail, and ability to manage multiple priorities
- Excellent verbal and written communication skills
- Willingness and ability to learn specialized nonprofit software platforms
- Proficiency in Microsoft Office Suite
- Social media expertise across multiple platforms
- Ability to work both independently and collaboratively in a small team environment
- Ability to work collaboratively with diverse stakeholders including board members, donors, and community partners
- Passion for community impact and the mission of the Community Foundation

Preferred (but not required):

- Experience working in a nonprofit or philanthropic organization
- Familiarity with donor databases or fundraising platforms

Benefits

- Competitive hourly rate based on level of experience and skills
- Full-time position that will include at least 2 to 4 evening and weekend events
- Benefits include vacation, personal leave, sick leave, health care stipend, and retirement contribution

To Apply:

Please submit your resume, a brief cover letter, and three references to jccf@jenningsfoundation.net by Friday, August 20, 2025 at 12 pm EST.