SENIOR DIRECTOR, PRINCE GEORGE’S COUNTY

ORGANIZATION OVERVIEW
Since 1973, the Greater Washington Community Foundation has been a champion of thriving communities and a catalyst for change through local philanthropic engagement, effective community investment, and civic leadership. We work with donors and partners to enhance the quality of life in the District of Columbia, Montgomery County, Northern Virginia, and Prince George’s County. As the region’s largest local funder, we have invested more than $1.3 billion to build more equitable, just, and enriching communities where all residents can live, work, and thrive.

POSITION SUMMARY
The Senior Director is responsible for managing the staff and activities of The Community Foundation’s Prince George’s County Office, including fundraising, donor services and engagement, and local community leadership. Additionally, the Senior Director works closely with an Advisory Board – a diverse group of community residents, leaders, and stakeholders to promote and encourage philanthropy in Prince George's County and throughout the region. The Senior Director serves as The Community Foundation’s spokesperson for its work in Prince George's County and works closely with the regional Community Leadership team and others to provide an outstanding philanthropic experience for donors that encourages their continued engagement.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES
- As part of the Senior Management Team, contribute to the overall direction and management of the organization, including strategic planning and reporting, budgeting, and consistent implementation of the Foundation’s policies and procedures.
- Contribute to the development and implementation of the Foundation’s long-term strategies for growth, including marketing and communications, fundraising, donor engagement programs, events, and community leadership which includes both organization-wide initiatives as well as locally-focused efforts.
- Provide daily management of Prince George’s staff and volunteers and supervision of contractor(s), including establishing annual goals, conducting performance reviews, appropriate recognition, and supporting the ongoing professional development of the team.
Engage with, lead, and maintain a very strong Advisory Board focused on development/growth and community leadership that aligns with the goals, strategies, and brand of the organization; and coordinate and oversee the activities of other volunteer committees.

Represent The Community Foundation and build relationships externally with philanthropic, nonprofit, business, faith, and public sectors, and statewide when appropriate.

Plan for, manage and annually meet with assigned “Book of Business” clients; solicit, and steward all major, operating, and Community Leadership gifts.

Serves as the chief development officer for the Prince George’s County Office and is responsible for the development and execution of a fundraising plan, prospecting, major gifts, and annual gala.

Lead the implementation of the customer relationship management approach in the County, ensuring consistent, high-quality donor service and engagement of assigned donor relationships.

Leads the Foundation’s community leadership work in the County, including its impact initiative on equity and economic mobility, discretionary grantmaking, and fee-for-service work. Responsible for providing ongoing input on issues affecting local nonprofits, public agencies/officials, local funders, faith community, and other local stakeholders.

Contribute to the development of evaluation mechanisms for measuring the impact of our investments and those of our donors.

**DESIRABLE SKILLS AND EXPERIENCE**

- Bachelor’s degree preferred and ten years of management and demonstrated fundraising experience, with a proven track record of successful grassroots fundraising and major gift solicitation from individuals, corporations, and foundations; experience working in a community foundation and another nonprofit field.
- Experience in program development and managing a diverse grantmaking portfolio; knowledge of community issues including equity and economic mobility, and an understanding of intersectionality and nonprofit capacity building preferred.
- A commitment to philanthropy and the mission of The Community Foundation and an understanding of Prince George’s County and its relationship to the region.
- Experience working collaboratively with boards, executives, nonprofit organizations, community residents, and foundations.
- Demonstrated ability and skill to work within traditionally marginalized communities and with BIPOC led organizations.
- Possess the ability to effectively engage the business, nonprofit, and government sectors.
• Strong fundraising skills and knowledge of moves management and stewardship.
• Strong customer service and relationship management skills
• Ability to think and act strategically and manage projects with minimal oversight.
• The ability to work as a member of a team is critical.
• Strong communication skills, both written and verbal.

BENEFITS AND SALARY
Salary commensurate with experience and qualifications. Excellent benefits package, including company-paid health, vision, dental, and life insurance for employees; Flexible spending accounts; Universal life and long-term care insurance, AFLAC, and Retirement plan with employer match; Eleven paid holidays; Flexible work schedule.

HOW TO APPLY
Please submit your resume and cover letter with salary requirements to HR@thecommunityfoundation.org.

The Greater Washington Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sex, national origin, disability, or protected veteran status.