

**Position:**

New Canaan Community Foundation  
Development Director



---

**Organization:**

Founded in 1977, the New Canaan Community Foundation is the local charitable partner for all New Canaan residents and offers a wide range of philanthropic and educational services. The Foundation has assets of approximately \$28 million and annually awards approximately \$2 million in grants and scholarships to nearly 100 local nonprofit organizations. The Foundation also works closely with families and businesses on their charitable giving strategies, including managing donor-advised and other charitable funds.

---

**About the position:**

Reporting to the President & CEO, the Development Director leads key development and relationship-building efforts of the foundation. The position is full-time, but may be part-time for the right candidate. The Development Director currently manages a team that includes one staff person and 2-3 contractor/consultant positions.

This is an excellent opportunity for an entrepreneurial person to drive implementation of our new strategic plan, including growth in several areas, and a potential anniversary campaign. Our current staff member is relocating out of state, but will be part of on-boarding for a significant length of time, allowing our new Development Director to launch successfully in the role.

**Responsibilities:**

- Lead the development goals of the Foundation, in partnership with the President & CEO and engaged Board and volunteer committees.
- Manage the Annual Appeal and any other fundraising campaigns. Drive strategy and oversee the work of the Development & Communications Associate and others contributing to execution of campaigns.
- Manage the annual fundraising Luncheon. Drive strategy and oversee the work of the Development & Communications Associate and others contributing to execution of the event.
- Plan and execute additional events and engagement opportunities, to maintain and nurture relationships with donors, fundholders, and prospects.
- Lead administration of development functions – oversee staff and contractors to ensure quality and timely gift processing, acknowledgements, data tracking, and stewardship.
- Drive an overall donor development strategy – including partnering with the President & CEO to steward and advance major donor goals, leading strategies for mid-level and other targeted donor groups, as well as prospects.
- Provide great customer service to all constituents of the Foundation, including fundholders, existing donors, and donor prospects.
- Lead work of the Development Committee, in partnership with the Committee Chair, or other relevant committees over time. Oversee strategy and staff supporting the Events Committee.
- Lead communications and marketing efforts in support of development goals. Manage staff and contractors as they execute communications strategies that support engagement efforts.
- Engage in the broader work of the Foundation, so as to better understand the nonprofit landscape, creating connections between our volunteers, donors, nonprofit partners, and in pursuit of our larger mission.

Additional responsibilities, as assigned.

### Experience/Qualifications:

- Skilled relationship manager
- Demonstrated ability to manage and engage committees and volunteers
- Strong communication and interpersonal skills, with the ability to work with a wide variety of stakeholders
- Skill in data analysis and planning
- Fluent with email and Microsoft suite, particularly Excel; ability to learn new databases and other software systems
- Detail-oriented, with strong time management skills and ability to work independently
- Passion for investing in the local community
- Experience working in philanthropy or the nonprofit sector a plus
- Familiarity with New Canaan a plus
- Willingness to work occasional evening or weekend hours, as necessary

### Position & Compensation:

This is a full-time, non-exempt position. Anticipated working hours are 40 hours/week but could be adjusted to part-time for the right candidate. The Foundation currently operates on a hybrid schedule, with both in-person and remote work days.

Salary for this position is based on experience but expected to be approximately \$80,000-95,000 annually for a full-time position. The New Canaan Community Foundation offers competitive benefits, currently including: medical coverage (\$500/month toward medical insurance premium, plus additional employer-funded contributions to HRA account), life insurance and long-term disability coverage, retirement contribution (7% of salary), paid vacation time (starting at 15 days), paid sick, and parental/medical leave. Professional development opportunities are also encouraged.

### To apply:

Email resume and cover letter to [careers@newcanaancf.org](mailto:careers@newcanaancf.org) by Friday, May 3<sup>rd</sup>. No phone calls please.

---

### Our Mission

New Canaan Community Foundation addresses our community's needs by providing leadership on local issues, making impactful grants, and facilitating New Canaan's effective charitable giving.

### Our Vision

A town that comes together to meet the needs of New Canaan and its neighbors, creating a healthier and more vibrant community.

### Our Values

- **Integrity:** We serve in ways that are responsible, transparent, and accountable to our community.
- **Partnership:** We actively listen, collaborate, and bring people, perspectives, and resources together.
- **Creativity:** We are curious, forward-looking, and adaptive in our approaches to problem-solving.
- **Leadership:** We pursue understanding, cultivate expertise, and initiate community action.
- **Inclusion:** We build a caring and welcoming community that fosters belonging.

For more information, please visit [www.newcanaancf.org](http://www.newcanaancf.org)