

REQUEST FOR QUALIFICATIONS

SANDYS SPRINGS FOUNDATION DIRECTOR (CONTRACT POSITION)

POSITION SUMMARY: The Director is responsible for planning, organizing, and directing all fundraising efforts of the Sandy Springs Foundation (“Foundation”) including, but not limited to: major gifts program; annual fund; planned giving; special events; and capital campaigns. The Director works closely with the Foundation’s Executive Committee and Board of Trustees in all development and fundraising endeavors.

QUALIFICATIONS:

- A minimum of 5 years’ experience in professional fundraising or equivalent.
- Demonstrated ability to grow a donor portfolio.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Have the desire to get out of the office and build external relationships.
- Have a bachelor’s degree.
- Embrace the mission of the Foundation.
- Have strong interpersonal and writing skills.
- Possess effective written and oral presentation skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Demonstrate the ability to manage competing priorities.

FORMAL JOB DESCRIPTION (RESPONSIBILITIES):

- Develop short and long-term goals and objectives for the Foundation.
- Plan, direct, coordinate and lead the advancement of a strong, diversified fundraising program through annual and long-term strategies and implementation.
- Build a planned giving program with a focus on deferred gifts, such as bequest expectancies.
- Direct an annual fundraising program, including mailings and fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Design specific fundraising campaigns within identified framework.
- Coordinate fundraising special events.
- Oversee fundraising development process, including prospective donor identification, cultivation, solicitation and stewardship.
- Supervise and collaborate with all fundraising staff.
- Model and develop the capacity of the Foundation’s Executive Committee to participate in development through connecting with prospects and articulating the need and giving opportunities.
- Work closely with the Foundation’s Executive Committee and Board of Trustees, and with staff from the Sandy Springs Performing Arts Center, to achieve fundraising goals and increase awareness of the Foundation’s mission.
- Provide progress reports of all fundraising efforts and activities to the Foundation’s Executive Committee.

- Build relationships among prospective donors and volunteers to support programs and priorities.
- Meet with donors and prospective donors to request contributions.
- Identify additional sources of support for the Foundation, cultivating partnerships to increase incremental revenue.
- Identify grant opportunities and oversee grant-seeking efforts including research, proposal writing, and reporting compliance.
- Make public appearances and accept speaking engagements to share with the community information about the Sandy Springs Performing Arts Center and Foundation.
- Staff Foundation committee meetings.
- Oversee fundraising database and tracking systems.
- Oversee preparation of high-quality collateral materials, proposals and reports developed to support the Foundation's mission.
- Maintain gift recognition programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

Response due date:

To apply, please submit a cover letter, resume and references.
Please no phone calls. This is a full-time, contract position.
Compensation between \$125,000 and \$150,000, commensurate
with experience.

Responses must be delivered to:

Kristin Byars: kbyars@sandyspringsga.gov
Sandy Springs Foundation
7840 Roswell Road, Bldg. 500
Sandy Springs, Georgia 30350