



New Mexico Foundation Job Description

Title: Development & Operations Director
Reports to: NMF President
Location: Santa Fe, NM
Exempt/non-exempt status: Exempt, full-time

Summary:

The Development & Operations Director (D&O Director) is responsible for the development and administrative coordination of the foundation. The position will maintain and update the foundation development and marketing plan. The D&O Director works closely with NMF's President to support the foundation's development and marketing plan.

The D&O Director is responsible for oversight of donor relations and records, as well as coordination of donor research and donor data analysis for the NMF President and staff. The D&O Director works with the President and staff to research donor prospects and manage the documentation of all donor relations and communications.

The D&O Director is responsible for an operations plan, providing administrative support and service to the organization's other leadership and staff. The position coordinates operational functions of the organization to include daily administration, tracking and reporting, and assists communication with staff, board members and stakeholders.

Principal Responsibilities:

- **Operations:** Leads the Development team, including gift/legacy intake and new fund/legacy set-up. Includes project management, communications, customer service, timely diligence and coordination with the Program and Finance teams. Reports on behalf of Development Team directly to President.
- **Administration:** Coordinates administration of daily operations of the Foundation, to include planning, policies, and procedures.
- **Donor Relations:** Coordinates responses to requests from donors and communicate with stakeholders.
- **Teambuilding:** Communicates regularly with all departments on donor activities including fundraising events, and concerns to foster collaboration and connection. Works closely with Development, Program, and Finance staff to address customer service needs and concerns.
- **Grantwriting:** Assists the President in the writing of grant applications

Development

- Coordinates fundraising events, functions, and processes
- Oversees fundraising appeal mailings with President and mailing company
- Communicates regularly with President and staff to ensure best practice in systems maintenance and data base record keeping procedures
- Coordinates data analysis, reporting and fundraising in relation to organizational communications
- Works with staff to design and produce printed and email communications, appeals, and event invitations in coordination with the President
- Coordinates monthly Development Committee meetings to include agenda, contact with board committee members and provide Development updates

- Designs and produces reports from donor management or other database software as needed for fundraising events, appeals, events, etc.
- Coordinates and initiates donor research, “data mining” and other forms of analysis using donor research software as well as other online platforms
- Meets with Finance Director monthly to balance donor software entries with financial records

Marketing

- Coordinates with staff regarding NMF’s social media marketing and advertising by overseeing the foundation’s content-related assets and create high-quality original written and visual content, e.g. Annual Report and Annual Appeal
- Supervises webpage and social media postings
- Works with staff to oversee communications, to include email blasts, scheduled eNewsletters, announcements, annual report, and event invitations by writing content, designing, and integrating contact information from donor software
- Responds to President and board requests for design and use of new branding
- Ensures visual and artistic consistency of all digital and print material.
- Determines the best media outlet mix for promotional strategies
- Manages all social media campaigns

Administrative/Operational Duties

- Oversees daily operations of NMF to include communication with staff, board, and stakeholders, assist with creation and implementation of policies and procedures
- Supervises administrative and data management coordinators
- With the leadership team develops procedures for annual evaluations, professional development, hiring and human resources management
- Responsible for records management for NMF
- Works with staff to track document archives, document sharing, meetings, and planning

Educational/Experience Requirements:

- Master’s degree or equivalent educational training required in management, nonprofit administration, business, or other related area of study
- Demonstrated organizational skills
- Proven ability to prioritize work and adjust to multiple demand
- Five or more years of professional work experience in a management capacity, to include human resources and supervision
- Experience in nonprofit and foundation fundraising
- Strong computer and internet proficiency, and advanced proficiency in donor management or other database software. Proficiency in the use of Microsoft Office programs.

Benefits:

- Competitive salary, based upon experience
- Competitive benefit package

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Equal Opportunity Employment

NMF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

***Disclaimer:** The above information indicates the general nature and level of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. NMF has the right to revise this position description at any time. This position description is not a contract of employment and does not alter employee's at-will employment status.*