

Ohio Farm Bureau Federation

Job Description

 X Exempt

 Non-Exempt

Date Written January 2019

Job Title: Director of Development Ohio Farm Bureau Foundation
Person in Position:

Reports To: Executive Director Foundation

Department: Strategic Partners

Location: State Office

Pay Band: 4

Company Car: No

POSITION SUMMARY: Reporting to and working in partnership with the Foundation Executive Director, the Director of Development will spearhead the development efforts of the Ohio Farm Bureau Foundation and develop and implement short-and-long term plans to secure major gifts from members, friends, volunteers, corporations, foundation and other entities in support of the Foundation. In addition, this position will provide support for corporate fundraising and new strategic partnership efforts.

Primary Duties:

1. Develop and execute both annual and special fundraising campaigns for the Foundation.
2. Secure financial support from individuals, foundations and corporations.
3. Develop and maintain ongoing relationships with major donors.
4. Create and execute a strategy for a large sustained base of annual individual donors.
5. Develop and track proposals and reports for all Foundation and corporate fundraising.
6. Coordinate with strategic partnership activities of the Federation.

Additional Duties:

- Other assignments as assigned by the executive director of the Foundation.

MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS

- **Bachelor's degree in business, education or related field.**

MINIMUM SKILL QUALIFICATIONS

- **2 - 5 years experience in development or advancement**
- **Strong communication skills**
- **Understanding of and proficiency in inter-personal relations**

PREFERRED QUALIFICATIONS

- **5-plus years of foundation/fundraising experience**
- **Experience working with a board of directors**

Employee Signature

Date

The employee's signature indicates that the description has been reviewed with the employee and that employee is aware of duties for which employee is responsible. Management has the right to change or add duties at any time.

CAE 1/2019