



## Community Trust Foundation FOR GOOD ~ FOREVER

### **Foundation Director Job Description**

**Posted: September 18, 2017**

#### **Job Title: CTF Foundation Director**

The Community Trust Foundation (CTF) seeks a dynamic highly motivated individual to serve as its Foundation Director. CTF is a non-profit philanthropic organization that is solely supported by community individuals who donate their resources to leave a legacy they care about. CTF's vision is to serve Allegany, Garrett, and Mineral Counties in building stronger more vibrant communities through philanthropy. .

The Director provides strategic leadership and implements the direction for building the donor and fundraising base of CTF. In addition to donor development, responsibilities also include administrative and operational oversight for CTF.

**Supervised by** CTF President

#### **Responsibilities**

The Foundation Director promotes collegial professional relationships with the CTF Board members, staff personnel and community citizens. The Director works with the CTF Board to implement donor development strategies; meets with and develops CTF donor candidates; researches the interest and financial capabilities of the prospects; fosters a positive and informative relationship with existing donors; maintains a donor communication calendar; manages a prompt, personalized donor acknowledgement process; understands the fiduciary responsibilities of CTF.

The Director stays informed about current community needs and collaborates with other community leaders to address problems.

The Foundation Director maintains high standards of ethics, honesty and integrity to all personal, professional and financial matters; manages the accounting and budgeting process assuring fiscal responsibility and adherence to budget guidelines; and participates with Board, staff and community in furthering CTF's vision for building stronger more vibrant region in Allegany, Garrett and Mineral Counties.

#### **Skills/Knowledge:**

The position requires a high degree of interpersonal and administrative skills; thorough understanding and passion for the CTF vision and mission; excellent communication skills; the ability to develop and interact effectively with the CTF Board of trustees, with potential donors, with community leaders, and with the general public; technological fluency; thorough

understanding of CTF policies and procedures for developing and implementing fund agreements and enhancing donor relationships.

**Minimum Requirements:** Bachelor's degree

Preference will be given to individuals who have experience working with in non-profit donor development

This is a part-time position of approximately 20-24 hours per week.

Salary is commensurate with experience based on a range of \$20-\$25 per hour.

**To Apply:** Please send or email your resume, three professional references, and cover letter to: Community Trust Foundation, 71 Baltimore Street, Cumberland MD 21502 or email: [info@ctfinc.org](mailto:info@ctfinc.org).

We are committed to equal opportunity and nondiscrimination in all programs and services, and we will not discriminate on the basis of race/ethnicity, color, religion, gender, marital status, national origin, ancestry, age, sexual orientation, disability, or veteran status. Application and supporting material must be submitted by October 9, 2017

To learn more about us please visit our website [www.ctfinc.org](http://www.ctfinc.org)