



**Development & Finance Director, *Center for Neighborhoods (Louisville, KY)***

The Center for Neighborhoods is seeking a motivated, skilled Development & Finance Director with experience in nonprofit fundraising and development.

**The Center for Neighborhoods Mission and Vision . . .**

For over 45 years, Center for Neighborhoods (CFN) has supported and empowered neighborhoods to create stronger and more vibrant communities using an asset based community development philosophy. We work in relationship driven neighborhood engagement, leadership development education, and community-based planning and design, along with a focus on community development, creating a sense of place, and improving the built environment. CFN envisions a Louisville community of unique neighborhoods led by engaged neighbors creating places that provide a high quality of life and equitable access to opportunity for all people.

**SUMMARY . . .**

The Director is responsible for planning, directing, and coordination of overall organizational budgeting and financial management, grant development, major fundraising activities, and related communications and special projects in coordination with the Executive Director, other staff and the Board of Directors by performing the duties personally or through delegation.

**Specifically the New, Full-time Development and Finance Director will . . .**

- With the Executive Director, directs and oversees the organization's budget and finances, including the annual budgeting process, quarterly financial projections, deposits, monthly closings, department expense reports, board financial reports, internal financial systems, and audit.
- Plans, directs, and oversees the organization's development strategies and activities, including fundraising revenue goals, donor cultivation, engagement and stewardship, fundraising campaigns, program and event sponsorships, planned giving special events, internal development systems, and monthly Development reports; generates and reconciles monthly Development financial report as part of the monthly financial closing.
- Responsible for overall Finance and Development project management, administration, and work assignments; directs and coordinates employees, contractors, interns and/or volunteers engaged in related work activities.
- Works with the bookkeeper and auditor to ensure all finance-related compliance requirements are met.
- Advises the Executive Director on activities, strategic planning and opportunities related to Finance and Development; ascertains opportunities, risks and needs related to grants, donors, special events, and organizational expenses.
- Manages and supervises office administration and staff support personnel and/or contract support services.
- Develops and oversees the annual report and all donor and grant reporting; assists in the development and distribution of program evaluations for internal and external

reporting; organizes and presents findings verbally, in written format, or in combination.

- Identifies and cultivates relationships with prospective donors; actively stewards relationships with donors and engages other key staff in donor relations as needed.
- Informs potential contributors of special needs of institution, and encourages individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys to establish methods of transferring funds to benefit both donors and institution.
- Responsible for all donor engagement, recognition and acknowledgement.
- With the Executive Director, oversees and directly or indirectly maintains donor database system and paper records of all contributors and grants; maintains security and standard operating procedures for data collection and entry and the protection of donor information.
- Oversees the marketing strategies and products related to programming, special projects and events.
- Collaborates with the Executive Director and other staff to maintain the organization's media distribution list, maintain relationships with media contacts, create media advisories, press releases, and generate media opportunities and manage media requests.
- Responsible for accurate and timely completion of department-related documentation, including contracts, invoices, time sheets, and expense reimbursements.
- Provides oversight and management for any and all contractual services provided to benefit the activities and outcomes of Finance and Development.
- Represents the organization while out in the community meeting with organizational partners and supporters, neighborhoods stakeholders, and community members.
- Provides fundraising-related technical assistance to neighborhood groups, community organizations, and residents.
- Develops and manages Board fundraising capacity.
- Support the fulfillment of information requests and reporting requirements.

### **EDUCATION and/or EXPERIENCE . . .**

Master's degree from an accredited college or university with a major in communications, public administration, nonprofit administration, business management or related field plus 3 years or more of related experience in fundraising and/or communications experience working within the nonprofit and/or philanthropic sector; some accounting experience and experience with Louisville neighborhood organizations, local nonprofits, and elected officials preferred; or an equivalent combination of education and related experience.

### **ABOUT LOUISVILLE. . .**

Sitting on the banks of the Ohio River and fondly nicknamed, "Bourbon City," Louisville, Kentucky is one of the most uniquely authentic places on the planet! This busy, growing city is home to several corporate headquarters, including Broadway Across America, and is a "Top 10 Best New Food City" in America. Long known as home of the Kentucky Derby at Churchill Downs, Louisville is steadily gaining notice for its extensive park system; low cost of living; vibrant arts scene; nationally renowned collegiate sports teams; and world renown music festivals like Forecastle and Bourbon and Beyond. But the best part of Louisville lies in its distinctive urban and suburban, as well as historic,

neighborhoods, and Louisville is truly fortunate to have the Center For Neighborhoods continually working to support and energize those communities.

We Invite You to Apply to Work with the Center for Neighborhoods . . .

Please submit a resume, cover letter and salary expectations to our search counsel by email only at: [mellonel@centerforneighborhoods.org](mailto:mellonel@centerforneighborhoods.org)

No phone calls please. Salary commensurate with experience; anticipated range is from \$45,000 to \$60,000.

*Last Updated 12/22/2021*

*An Equal Opportunity Employer*