



# POSITION ANNOUNCEMENT



## DEVELOPMENT OFFICER

TRIANGLE COMMUNITY FOUNDATION  
Research Triangle Park, NC

### Career Opportunity

Triangle Community Foundation seeks an experienced development professional to serve as its Development Officer. The ideal candidate holds a minimum of four years of experience working with nonprofit organizations and a minimum of three years as a frontline, relationship-based giving officer closing gifts of \$50,000 and more.

**Mission:** Triangle Community Foundation's mission is to inspire and mobilize giving, leadership, and action. The Foundation's vision is a vibrant Triangle that works together to ensure everyone thrives.

**Reporting Structure:** The Development Officer reports to the Director of Development.

**Total Staff and Budget:** 24 staff members and \$337M in assets with over 800 funds

**Salary & Benefits:** The salary is commensurate with experience with a range of \$69,000 to \$75,000. Benefits include health insurance (medical, HSA, HRA), dental insurance, retirement plan and contributions, wellness benefit and Employee Assistance Program, professional development opportunities, and generous PTO to support an optimal work/life balance.

**Working Environment/Location:** Hybrid/Research Triangle Park

### The Opportunity

The **Development Officer** identifies, qualifies, cultivates, and solicits prospects for new funds of all types as well as for unrestricted support, planned gifts and impact investments partnering with prospects to achieve their philanthropic goals. This position works closely with the Director of Development to proactively plan and implement development initiatives. As a member of the Philanthropic Engagement team, the Development Officer collaborates across the team as well as across the Foundation to cultivate and maintain relationships with Foundation donors.

## Key Responsibilities of the Development Officer

### Development

- Identifies, qualifies, cultivates, and solicits individuals, corporations, nonprofits, and community groups to partner with the Foundation through giving and funds of all types including but not limited to current fund offerings of Donor-Advised funds, Designated funds, Field-of-Interest funds, Agency funds, scholarship funds and Impact funds.
- Identifies, qualifies, cultivates, and solicits individuals for planned gifts to the Foundation; responds to inquiries about planned gifts, and supports Foundation planned giving strategy including outreach activities to professional advisors to raise awareness of planned giving to the Foundation
- Aligns work with development strategy to grow relationships and encourage giving to the Foundation.
- Maintains database profiles ensuring accuracy and completeness.
- Utilizes moves management strategies for consistent and documented engagement for new gifts and funds.
- Prepares, reviews, finalizes and issues fund documentation for donor gifts creating new funds and planned gifts.
- Executes and tracks onboarding of new donors through delivery of gift and fund agreements, welcome letters, and introductions to Donor Engagement colleagues.
- Integrate new donors, gifts, and funds in database and all systems to optimize donor connectivity with the Foundation and accurate reporting on development activity.
- Responds to prospect inquiries.
- Creates and delivers cultivation programming, including donor cultivation events, in concert with colleagues and aligned with Development team strategy.
- Partners with Director of Development to design and execute fundraising and outreach strategies as well as marketing and communications strategy.
- Support planned giving, professional advisor, and prospect engagement initiatives including event strategy and planning through a variety of tasks and assignments.

### Philanthropic Engagement

- Collaborates with the Philanthropic Engagement team and other colleagues to achieve Foundation and Team goals for new assets, planned gifts and grants to nonprofits.
- Adheres to fundraising and philanthropic best practices including innovative projects, expansion of presence in Triangle, and leading in the North Carolina philanthropic space.
- Understands and communicates grantmaking policies and practices in support of donors and in line with the current policies and procedures of the organization.
- Remains informed on legal and technical issues related to community foundations and the philanthropic field as it relates to current and prospective donors and gifts.
- Collaborates across Foundation team to create and implement initiatives to connect donors with the Foundation's priorities and increase their investment in the community to ensure maximum impact.
- Contributes to Philanthropic Engagement team special projects and initiatives, leading projects as assigned.

## The Ideal Candidate Profile

The ideal candidate will possess the following qualifications:

- Commitment to the Foundation's goals, values, and mission to inspire and mobilize giving, leadership, and action.
- Minimum of four years of experience working with nonprofit organizations and a minimum of three years as a frontline, relationship-based giving officer.
- Direct experience closing gifts of \$50,000 and more.
- Strong organizational skills with ability to balance multiple projects and deadlines, including the flexibility to adjust activities and priorities and take on new responsibilities.
- Direct experience and comfort in working with a wide range of individuals.
- Ability to travel independently and to attend off-site meetings with external stakeholders.
- Strong interpersonal and facilitation skills, exercising professionalism and service mentality.
- Ability and willingness to work closely with other colleagues as a team in a highly collaborative environment.
- Excellent writing and oral presentation skills; experience in writing in a variety of styles and for a variety of audiences.
- Data orientation with strong data management skills including experience with CRM databases, Microsoft Office Suite, and spreadsheet proficiency.
- Four-year college degree required.

## About Triangle Community Foundation

Triangle Community Foundation serves Chatham, Durham, Orange, and Wake counties, and is the largest nonprofit funder in our region. With over 40 years of experience connecting donors and nonprofits, developing partnerships, and funding solutions to the region's most pressing needs, the Foundation works to ensure that everyone who lives here has the resources and opportunity to thrive. In the last fiscal year, with the help of our generous family of donors, we granted over \$33 million back into the community to make a difference.

The Foundation's office is located in the Research Triangle Park area of North Carolina. Due to the place-based nature of the Foundation's work, the Development Officer is expected to spend a significant amount of time in the Foundation's service area of Chatham, Durham, Orange, and Wake counties.

The Foundation team currently works in a hybrid style, convening in its offices several times a week. The Development Officer will also be expected to meet regularly with prospects, donors, and other stakeholders. Their office features an open floor plan that encourages collaboration, complemented by private offices and meeting spaces designed for focused work, meetings, and confidential conversations.

**Want to know more?** Visit <https://trianglecf.org>

Triangle Community Foundation believes that when people feel respected and included, they can be more creative, innovative, and successful. The Foundation is an equal opportunity employer and if you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com).

## How To Apply

Join the Triangle Community Foundation and play a critical role in shaping its future while driving impactful change in the community.

**To apply**, click on the link for this position at <https://jobs.armstrongmcguire.com/>. You will see instructions for uploading your compelling cover letter and resume. Cover letters should be responsive to the mission of Triangle Community Foundation as well as the stated responsibilities and qualifications.

Please provide all requested information to be considered. In case of any technical problems, contact [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com). **No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.**

**Employment is contingent upon successful completion of a reference and background check.**

## About Armstrong McGuire

Armstrong McGuire is a national executive search, fundraising, and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors work with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning.