Columbus Medical Association Foundation

JOB DESCRIPTION

Job Title:	Development Director	**FLSA Status:**	Exempt
Reports To:	CEO	**Pay Grade:**	
Department:	CMAF	**Last Revision:**	November 2026
Approved By:		**Date**:	November 2, 2026

PURPOSE

The Development Director provides strategic leadership for the Foundation's development, grantmaking, communications, and community engagement activities. In partnership with the CEO, the Director advances financial resilience, strengthens philanthropic support for CMA and its affiliates, and aligns Foundation resources with its Board priorities and emerging community opportunities.

The Director leads fundraising and donor engagement strategies, supports affiliate development efforts, Youth Council oversight, and communicates the collective impact of the Foundation's investments.

ESSENTIAL JOB FUNCTIONS

Foundation Strategy & Leadership (25%)

- Develops, implements, and evaluates the Foundation's annual work plan and development strategy in alignment with Foundation Board priorities and organizational strategic plans.
- Provides operational support to the Foundation Board.
- Aligns fundraising, grantmaking, and Foundation resources with Board priorities to support long-term financial resilience.
- Assists in developing and monitoring the Foundation's annual operating budget, development revenue, and grant administration.
- Partners with CMAA leadership to align Foundation resources with the missions, strategic priorities and emerging needs of affiliate organizations.

Development & Donor Relations (45%)

- Leads annual, employee, online, specialized, sponsorship, and other fundraising campaigns for the Foundation and, as appropriate, CMA Affiliates.
- Provides consultation and direct fundraising support to CMA Affiliates including developing cases for support, fundraising plans, grant proposals, campaigns, and communication strategies.
- Cultivates, solicits, and stewards individual donors, fund advisors, benefactors, businesses, foundations, and other funding partners.
- Directs prospect research, donor communications, recognition, and reporting to strengthen donor retention and revenue growth.
- Ensures charitable gift and fund administration complies with applicable IRS requirements, organizational policies, and accepted charitable giving practices, including accurate donor records, acknowledgments, tax documentation, confidentiality, and reporting.

- Oversees Foundation grantmaking and administrative processes, including Youth Council grantmaking.
- Develops and maintains current development and charitable giving policies and procedures.
- Monitors development activity and prepares reports, presentations, and stakeholder communications.

Communications & Community Engagement (15%)

- Leads development of a shared impact report that demonstrates the collective investments, outcomes, and community benefit of CMA and the Foundation.
- Collaborates with CMA and CMAF leadership to develop and manage a comprehensive, unified campaign that elevates the visibility and alignment of CMA, the Foundation, and affiliates.
- Directs Foundation marketing and communications, including promotions, advertising, website content, newsletters, and related outreach.
- Develops educational and community engagement programs that convene partners, strengthen relationships, and expand the Foundation's visibility and reach.
- Cultivates community partnerships that leverage resources, expand engagement, and advance emerging initiatives.
- Represents the Foundation with donors, affiliates, community partners, professional organizations, and at Foundation-sponsored events.

Youth Council & Staff Leadership (15%)

- Provides strategic direction and oversight for the Youth Council, including its philanthropic priorities, community engagement, and grantmaking activities.
- Supervises, coaches, and evaluates the Development and Youth Engagement Coordinator and other assigned staff.
- Promotes awareness of Youth Council investments and communicates the community impact of Council-funded initiatives.

Education, Training and Experience

- Bachelors degree
- 5 years of progressive experience
- Demonstrated experience with donor cultivation and stewardship, annual campaigns, major or planned giving, grant administration, budgeting, and nonprofit compliance.
- Supervisory experience

REQUIRED QUALIFICATIONS

Education, Training and Experience

- Bachelor's degree in nonprofit management, business, public administration, communications, social services, healthcare, or a related field; an equivalent combination of education and relevant experience may be considered.
- Minimum of five years of progressively responsible experience in nonprofit development, fundraising, charitable giving, grantmaking, or a related field, including experience leading complex projects and cross-functional initiatives.
- Demonstrated experience with donor cultivation and stewardship, annual campaigns, major or planned giving, grant administration, budgeting, and nonprofit compliance.
- Experience supervising staff, consultants, volunteers, or program teams and supporting performance and professional development.

Knowledge, Skills, and Abilities

- Strategic planning and execution skills, with the ability to translate board and organizational priorities into measurable work plans, fundraising strategies, and results.
- Knowledge of charitable giving practices, donor advised funds, grantmaking, gift acceptance, major gifts, and applicable IRS requirements.
- Ability to build trusted relationships with donors, fund advisors, board members, affiliate leaders, community partners, youth, families, and staff.
- Strong financial, analytical, project management, and problem-solving abilities, including budget monitoring and outcome reporting.
- Excellent written, verbal, presentation, facilitation, and storytelling skills for diverse audiences.
- Experience with donor management or CRM systems, fundraising platforms, Microsoft 365 applications, and digital communication tools.
- Ability to manage multiple priorities, meet deadlines, maintain confidentiality, exercise sound judgment, and work independently and collaboratively.
- Commitment to ethical practice, inclusion, accountability, community engagement, and continuous improvement.

PREFERRED QUALIFICATIONS

- Seven or more years of development and fundraising experience, including leadership responsibility in a foundation, healthcare association, nonprofit, or philanthropic setting.
- Experience supporting a governing board and developing organization-wide or affiliate fundraising strategies.
- Experience with endowment building, planned giving, employee giving, digital campaigns, impact reporting, and integrated marketing and communications.
- Professional credential such as CFRE or equivalent advanced training in fundraising, nonprofit leadership, or philanthropy.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Ability to occasionally lift up to 20 lbs. independently. May require occasional evening and weekend hours as business needs demand. Regular local travel and occasional overnight travel may also be required. Requires participation and attendance at organization sponsored events and meetings.

WORKING CONDITIONS

Work performed in a general office environment. May be exposed to low levels of noise on a regular basis.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Columbus Medical Association & Affiliates. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and can perform the stated requirements. If I need a reasonable accommodation, I will have an interactive conversation with my manager.

_____ _____
Employee Date

_____ _____
Supervisor Date