

POSITION: Executive Director

Lake View Cemetery Foundation

REPORTING TO:

President and CEO, Lake View Cemetery Association and President, Board of Directors, Lake View Cemetery Foundation.

POSITION OBJECTIVE:

The Executive Director of Lake View Cemetery Foundation has responsibility for the identification, cultivation and solicitation of local and national funders including individuals, foundations, corporations, and the public sector. Special emphasis is placed on major gifts of \$100,000 and above. Additionally, the Executive Director has responsibility over grant reporting and stewardship system. The incumbent is responsible as the Cemetery “expert” on his/her portfolio of donors and acts as a central point for requested access and matching of capabilities and interests with the programs and priorities of the Cemetery.

Working in partnership with the President and CEO of the Lake View Cemetery Association and the President of the Board of Directors of the Lake View Cemetery Foundation, the Executive Director will plan and implement fundraising strategies with a focus on opportunities for transformational giving to support the Cemetery. This position will require approximately 80% of time spent on direct contact cultivation, solicitation and relationship management of donors. The Executive Director will ensure the Foundation is managed successfully while meeting its legal and mission related obligations.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Work with the President and CEO of the Lake View Cemetery Association on all activities of the Lake View Cemetery Foundation: set fundraising goals based on the needs of the Lake View Cemetery, develop and manage budgets, lead staff, disperse Foundation funds and prepare reports for the Board of Directors.
- Develop a portfolio of donor prospects for philanthropic pursuit and collaborate with the Foundation and Association Boards and President and CEO of the Cemetery as needed.
- Drive all major gift programs for individuals, foundation and corporate supporters. Identify prospects in all categories and develop cultivation, solicitation and moves management strategies for all.
- Develop philanthropic strategies that leverage Cemetery partnerships.
- Oversee and strengthen government strategies for state and federal funding.
- Supervise and close major grants of \$100,000 and above.
- Facilitate all required stewardship activities, including but not limited to acknowledgement and reporting to donors as well as donor recognition. Utilize moves management approach to track development activity and ensure that all potential donors are being prepared for appropriate solicitation and stewardship.
- Serve as staff liaison to the Foundation Board of Directors and its committees.

- Oversee the maintenance and integrity of donor/prospect records, database management and prospect research programs.
- Oversee the Foundation's community outreach programs, walks, talks and tours aimed at the public to bring new audiences to Lake View Cemetery.
- Direct contact with donors and prospective donors including travel to meet face-to-face.
- Measure performance by analyzing and tracking success benchmarks for donor growth, acquisition and retention across all categories (annual fund, major gifts, capital campaigns and planned giving).
- Oversee Planned Giving Program.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITY:

- Assist the President and CEO with the supervision of the Director of Community Outreach, Associate Director of Development, Database Manager and Development Coordinator.

QUALIFICATIONS:

- Deep knowledge of philanthropic community in Northeast Ohio
- Results oriented in meeting success metrics
- Experience with and broad knowledge of full range of fundraising tools and techniques, best practices in the area of annual fund, major gifts and capital campaigns
- Confident professional who will INITIATE genuine relationships with individuals of high net worth; demonstrated success at qualifying, cultivating, soliciting and stewarding of five, six and seven figure gifts
- Highly polished, poised and at ease in social situations at all levels
- Ability to think and act strategically and tactically in complex environments with savvy communication skills across all walks of life
- Proven success working in a highly collaborative organization with a diverse group of personalities
 - Ensure working effectively with all entities making up Lake View Cemetery
- Ability to organize, prioritize and make decisions in collaboration with the Association's strategic goals as well as day-to-day priorities
- Superior writing and verbal skills
- Leadership skills with the ability to bring out the best in staff and teams
- Flexible and able to work outside normal business hours including some weekends
- Solid grasp of financial information
- Able to project revenue accurately
- Good listener
- Microsoft Office, social media and technology proficient
- Bachelor's degree and 7+ years' experience in direct fundraising and a corresponding track record
- Industry designations a plus