




# KENTUCKY 4-H FOUNDATION

FUNDING OPPORTUNITIES FOR KENTUCKY'S YOUTH

 : (859) 257-7178

 : [www.ky4hfoundation.org](http://www.ky4hfoundation.org)

 : 212 Scovell Hall Lexington, KY 40546

## Kentucky 4-H Foundation Development Director

### Position Summary:

The Development Director (DD), in close collaboration with the Executive Director (ED), develops, manages, and implements the Foundation's fundraising including Annual Giving, Alumni and Donor recruitment and retention, donor cultivation, donor database and recognition, and fundraising policies and procedures. Works closely with the ED and Board of Directors to strategically advance the Foundation's ability to support Kentucky 4-H programs. The DD position reports to the Executive Director of the Kentucky 4-H Foundation.

### Expectation of all Kentucky 4-H Foundation Employees:

Kentucky 4-H Foundation exists to advance today's Kentucky 4-H Youth Development Program. Therefore, employees are to support the Foundation's mission in leading fund development for the Kentucky 4-H Youth Development Program and advancing support by alumni and other stakeholders to ensure 4-H remains a vital center of excellence in the Commonwealth.

### Educational Requirements:

Bachelor's degree

### Salary Range:

A salary is commensurate with experience and benefits, plus possible incentive program, as approved by the Board of Directors. Some weekend and night travel is required. Travel throughout the state with periodic visits to and meetings at the Foundation home office in Lexington will be required.

The first 90 days will require three days a week in the home office in Lexington and then flexible thereafter.

### Duties and Responsibilities:

- Principal fundraising officer for the Kentucky 4-H Foundation.
- Works with ED to develop and implement a comprehensive advancement program to increase funding for Kentucky's 4-H program and the Kentucky 4-H Foundation.
- Develop and implement fundraising strategies for donors of all sizes in accordance with the objectives and goals approved by the Kentucky 4-H Foundation.
- Utilize the Foundation's database and existing network to identify, cultivate, and steward gifts from individual and corporate donors.
- Focus on securing sponsorships for i.e. Cloverville, Emerald Gala, and state level programs.
- Plan and carry out fundraising events approved by the Kentucky 4-H Foundation.
- Utilize ED to steward and solicit new/existing donors.
- Quickly build strong rapport with a diverse range of constituents.



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- Implement, and manage, in coordination with the ED and CD (Communications Director), campaigns for donor giving.
  - i.e. Spring Campaign and Year End Campaign
- Work with 4-H program specialists to pursue and manage grant opportunities.
- Maintain donor database including developing processes, upkeep of donor information, and assignment of tasks.
- Develop and implement fundraising strategies for donors of all sizes in accordance with the objectives and goals approved by the Kentucky 4-H Foundation.
- Work in cooperation and collaboration with the College of Agriculture Office of Advancement.
- Work in cooperation with UK College of Agriculture, Food and Environment 4-H Youth Development Department and the Assistant Director for 4-H Youth Development.
- Work in coordination with and report to the Executive Director of the Kentucky 4-H Foundation.
- Perform other responsibilities as assigned by the Executive Director and/or the Kentucky 4-H Foundation Board of Directors.