



POSITION TITLE: Director of Development and Advancement
REPORTS TO: President and CEO
Salary Range: \$95,000 - \$125,000

Connecticut Community Foundation envisions an equitable, inclusive, just, and vibrant community in Greater Waterbury and the Litchfield Hills where all residents have what they need to thrive. Serving a 21-town region, the Foundation provides leadership in addressing the community's critical issues, strengthens local nonprofit organizations through grants and technical assistance programs, and works with individuals, families, nonprofit organizations, and corporations to administer more than 600 charitable funds.

Our Values

The Foundation strives to be open, strategic, and fair as we seek to demonstrate integrity and commitment for the long term. We aim to be a welcoming partner that works to meet community needs by effectively transforming ideals into action. The values we embrace and practice include:

Courage and Purpose. We set ambitious goals, forge connections, and collaborate to address our community's needs.

Equity, Diversity and Inclusion. We welcome, invite, and commit resources toward the participation and well-being of all in our community.

Integrity and Transparency. We hold ourselves to high standards of ethics, service, stewardship, and accountability to our donors, partners, and community.

Thoughtful Leadership. We listen, learn, and evolve along with our community.

About This Opportunity

We are looking for more than a fundraiser. We are looking for a relationship builder, a community connector, and a strategic thinker who genuinely loves people and who understands that philanthropy, at its best, is an act of community love.

The Director of Development & Advancement will be a visionary leader who brings both strategic depth and a deeply relational approach to growing Connecticut Community Foundation's philanthropic reach and impact. This is a role for someone who is energized by the intersection of community, generosity, and purpose and who has the experience and passion to help donors translate their values into lasting impact.

Reporting directly to the President and CEO and serving as a member of the Executive Leadership Team, the Director of Development & Advancement will lead a talented development team and

work in close partnership with the Board of Trustees to build, strengthen, and sustain the philanthropic relationships that make our community's future possible.

What You Will Lead

A comprehensive development strategy that grows the Foundation's assets and impact through major gifts, planned and estate gifts, annual giving, new charitable funds, and expanded existing funds - all grounded in authentic, long-term donor relationships.

A relational approach to donor engagement that begins with listening — understanding each donor's philanthropic passions, values, and vision — and builds from there through thoughtful cultivation, meaningful stewardship, and inspired solicitation.

A collaborative partnership with the President and CEO, Board of Trustees, and volunteers to collectively advance the Foundation's development goals and deepen community engagement and investment.

Oversight of the Foundation's signature initiative Give Local Greater Waterbury and Litchfield Hills - our region's largest annual celebration of community generosity.

Create and maintain budgets each fiscal year consistent with articulated goals and the development strategy. Thoughtful management of the development budget and all related reporting and record-keeping activities.

The management and mentorship of three development and donor services staff members, creating a team culture that is driven, joyful, and deeply committed to excellence.

Cultivation and stewardship of a robust network of professional advisors including attorneys, financial planners, accountants, and wealth managers building relationships that connect their clients to the Foundation's philanthropic resources and position the Foundation as the partner of choice for charitable giving in our region.

Cultivation and recognition events that create meaningful connections between donors and the community they are investing in.

Close collaboration with communications staff to ensure donor outreach is compelling, consistent, and authentic to the Foundation's voice.

An eagerness to represent and promote the Foundation in the community, including participating in community events, professional meetings, and other such activities.

Other duties and special projects as assigned.

Who You Are

You are someone who walks into a room and genuinely wants to know everyone in it. You believe that relationships are the foundation of everything, including philanthropy. You are strategic without being transactional, ambitious without losing sight of the people at the center of this work.

You bring:

A deep love for community and an authentic commitment to the people and places that make Greater Waterbury and the Litchfield Hills home.

A passion for the mission of community foundations and knowledge of the issues facing communities.

A proven record for helping generous people make their charitable visions a reality.

Vision and strategic thinking - you see around corners, connect dots, and build toward the long term while simultaneously accomplishing the short-term goals.

A relational leadership style that is inclusive, inspiring, and collaborative — you bring out the best in the people around you – challenging them to excel, encouraging professional development, holding each person and yourself accountable to the team and the articulated goals, and celebrating successes.

A strong attention to detail, and the ability to master complex information and communicate it simply, compellingly, and with heart to a wide range of audiences.

A high level of intellectual curiosity as well as a desire to explore new ideas and innovative approaches to solving problems.

A genuine commitment to equity, diversity, and inclusion — in the workplace, in the community, and in the practice of philanthropy.

Integrity, discretion, and the highest standards of professional and ethical conduct.

Energy, flexibility, and a positive presence that elevates the teams and spaces you are part of.

A drive to learn, grow, and get better every day.

Your Experience

A minimum of seven years of experience in major donor and/or planned gift cultivation, or equivalent related experience in advancement, philanthropy, or relationship-based fundraising.

A demonstrated track record of building long-term donor relationships and securing major or planned/estate gifts.

Experience with philanthropy in estate planning.

Strong strategic planning, project management, and leadership skills.

At least four years of supervisory/people management experience.

The ability to work independently and self-direct, while also thriving in a deeply collaborative team environment.

A working knowledge of the probate process and its implications for charitable giving and estate planning.

Familiarity with testamentary gifts — including bequests and planned giving vehicles — and the ability to speak about them knowledgeably and accessibly with donors and their professional advisors.

Financial acumen and the ability to read, interpret, and engage meaningfully with financial documents, fund statements, and gift agreements in service of donor relationships and stewardship.

Experience engaging and building relationships with professional advisors as partners in the philanthropic process.

Knowledge of communities in Greater Waterbury and the Litchfield Hills is a significant plus.

Community foundation experience is a plus.

A bachelor's degree or higher, or equivalent professional experience.

Excellent computer skills, including experience with one or more donor databases.

What We Offer

Competitive salary and a comprehensive benefits package. Benefits include Dental Insurance, Disability Insurance, Employee Assistance Program, Flexible Spending Account, Health Insurance, Life Insurance, Paid Time Off, Parental Leave, Retirement Plan with matching and Tuition Reimbursement.

A FLSA exempt. Full-time position. Forty (40) hours per week Monday-Friday with occasional evenings and weekends. A three-day in-office hybrid schedule is available after the first 90 days of employment.

A team-oriented culture where your ideas, voice, and leadership are valued.

Meaningful work at the intersection of philanthropy, community, and impact.

Opportunities to build skills, make creative contributions, and grow professionally.

The privilege of working alongside some of the most committed, passionate, and talented people in our region.

Connecticut Community Foundation is an equal opportunity employer and is strongly committed to building and maintaining a diverse and inclusive community. We encourage people of all backgrounds—including people of all races, sexual identities, abilities and ages—to apply.

To apply, send a cover letter introducing yourself along with your résumé to Barbara Ryer, Director of Finance and Administration, at jobs@conncf.org.