

# Center for Dairy Excellence

## Job Posting for Fund Development Manager

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The Center for Dairy Excellence is adding a **Fund Development Manager** position for the Foundation. The **Fund Development Manager** is responsible for establishing and achieving the Foundation's annual revenue growth goals by executing growth strategies with a special focus on cultivating new and existing business and major donor relationships. This position will work cross-functionally to leverage and enhance donor and prospect engagement, work closely with fund development coordinator and executive director to manage donor database, and target donor growth opportunities to achieve financial goals.

The **Fund Development Manager** position offers variety and opportunities to interact with others. The ideal candidate will take initiative in reaching out to donors and will be proactive and results-oriented with strong detail orientation and organizational skills. Being comfortable with taking independent action and managing priorities is key.

The Center for Dairy Excellence is a 501C6 non-profit with a mission to empower the people, create the partnerships and coordinate the resources to grow dairy profitability in Pennsylvania. The Center also provides leadership and programming for the Center for Dairy Excellence Foundation of Pennsylvania, a 501C3 non-profit charitable organization.

### Qualifications:

Education: Bachelor's Degree in Agriculture Science, Agricultural Business, Communications, Marketing or related field

Work Experience: Knowledge of dairy industry and minimum of seven years' experience in sales, marketing, or related field, with experience in managing multiple projects. Fund development and a thorough understanding of non-profits and foundations would be an asset to this role.

Special Skills: Position requires results-oriented person with strong oral and written communication skills, proven ability to cultivate new and existing relationships, and experience in achieving growth goals. Experience with donor database software would also be an asset.

### Schedule:

Generally, this position will work normal business hours; however, must be able to work evenings and weekends when needed to accomplish key job responsibilities. The position would work primarily out of a home office. Travel to the Center's office in Harrisburg, PA, will be occasional; significant travel to meet with donors is expected.

### Benefits:

Full-time position with a comprehensive benefits package to include vacation, 401K, life insurance, health insurance and a flexible health spending account.

### To apply:

Email your resume to Jill Smith, Cornerstone HR & Management Consulting:  
jsmith@cornerstoneHRM.com