



**JOB TITLE:** Central Region Manager  
**JOB LOCATION:** West Plains  
**FLSA STATUS:** Full- Time, Exempt  
**Date:** July 28, 2017  
**REPORTS TO:** Vice President of Affiliates

### **ORGANIZATIONAL MISSION**

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

### **PRIMARY PURPOSE OF JOB**

The Central Region Manager is responsible for managing advancement activities in the Southcentral Missouri Region and coordinating all regional development activities in alignment with Community Foundation of the Ozarks' mission, vision, and values.

### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned***

- Works with the Vice President of Affiliates to manage initiatives that promote collaboration and growth opportunities.
- Works with the Vice President of Affiliates to manage advancement strategies.
- Promotes regional development including establishing planned giving funds.
- Cultivates and nurtures relationships with potential donors, corporate/business sponsors and nonprofit agency partners.
- Inspires Affiliate Foundations to meet and exceed expectations.
- Develops Affiliate Foundation Board capacity.
- Ensure Affiliate Foundation Boards have the tools, training and support to develop and carry out strategic goals.
- Assist donors in achieving their philanthropic goals by helping facilitate their giving by providing services to enhance the impact of their current and legacy giving.
- Promote best practices in annual, major and planned giving programs to meet fundraising goals.
- Travels to Affiliate and agency partner locations as well as to event sites as required.
- Other duties and responsibilities, as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated understanding of philanthropy related to non-profit organizations.
- Knowledge of philanthropy, fundraising, and trends in the field.
- Understanding of community/regional issues.
- Ability to build strong partnerships with others.
- Willingness and ability to prospect, cultivate, and produce funds/donors.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively; strong interpersonal skills.
- Creative and energetic self-starter who can function extremely in satellite office.
- Strong organizational skills and excellent time management skills.
- Willingness to work flexible hours including some nights and weekends as necessary.
- Proficient with Microsoft Office Suite, including Word, Excel, and Outlook.
- Willingness and ability to travel throughout the Southeast Region of Missouri.

## **CFO CORE COMPETENCIES**

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

## **REGIONAL ADVANCEMENT TEAM CORE COMPETENCIES**

Building Trust – *Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent’s needs.*

Leading through Vision and Values – *Keeping CFO’s vision and values at the forefront of decision making and actions.*

Building Partnerships – *Identifying opportunities and taking action to build strategic relationships in the region.*

Formal Presentation – *Presenting ideas effectively to individuals or groups.*

Engagement Readiness – *Demonstrating a willingness to commit to one’s work and to invest one’s time, talent, and best efforts in accomplishing organizational goals.*

## EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor degree in development, marketing, communications, business or other relevant field preferred.
- Prior experience in rural philanthropy and/or community development work preferred.
- Must possess a valid driver’s license and have a good driving record.

## PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and use computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with team members, constituents, vendors, and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.		X		
<b>Standing/Walking:</b> Must be able to move about the work area.		X		
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor and stock supplies.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 25 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to type, carry supplies, handle documents, and use equipment and electronic devices.				X

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Extensive regional travel is required. Must possess a valid driver’s license and have a good driving record. Must be able to travel to and facilitate meetings including travel outside of office in inclement weather. Attend meetings and events, as needed, in the evenings and on weekends.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature

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Date