# Director of Development

**Posted: November 2, 2026**

**Position Summary**

**The Director of Development is a senior leadership position responsible for developing, leading, and executing a comprehensive philanthropic revenue strategy that advances The Montclair Foundation's mission and long-term sustainability. Reporting to the Executive Director and working closely with the Board of Trustees, the Director of Development will oversee all fundraising activities, including major gifts, annual giving, corporate and foundation partnerships, grants, sponsorships, planned giving, donor stewardship, and special events.**

**This position plays a critical role in strengthening a culture of philanthropy throughout the organization while building meaningful relationships with donors, community partners, volunteers, and trustees. The Director of Development will identify opportunities for revenue growth and develop innovative strategies to deepen donor engagement and expand philanthropic support. In addition to fundraising, the Director of Development will also help plan and oversee The Montclair Foundation's nonprofit leadership roundtables, a professional development program for area nonprofits. These convenings are an important part of the Foundation's commitment to strengthening the local nonprofit sector.**

**The ideal candidate is an entrepreneurial fundraiser and relationship builder who combines strategic vision with a hands-on approach to execution. They are equally comfortable cultivating a major donor, presenting fundraising strategies to the Board of Trustees, analyzing performance metrics, developing grant and sponsorship strategies, and working alongside staff to ensure successful fundraising events and initiatives. They are collaborative, goal-oriented, and motivated by building a sustainable culture of philanthropy that advances The Montclair Foundation's long-term impact.**

**Key Responsibilities**

**Major Gifts and Donor Relations**

- **Develop, cultivate, solicit, and steward a portfolio of major individual donors, family foundations, corporate sponsors, and community partners.**
- **Build and maintain an active pipeline of qualified prospects and donors through strategic relationship management.**

- **Conduct donor visits and develop personalized cultivation and stewardship plans to strengthen long-term engagement and increase giving.**
- **Partner with senior leadership and trustees to engage high-capacity prospects and secure transformational gifts.**
- **Develop and promote planned giving opportunities to support long-term philanthropic investment in The Montclair Foundation.**

**Fundraising Strategy and Revenue Growth**

- **Create and implement annual and multi-year fundraising plans aligned with organizational priorities and growth objectives.**
- **Establish measurable fundraising goals and key performance indicators across all revenue streams.**
- **Identify emerging philanthropic trends and opportunities to diversify and grow contributed revenue.**
- **Develop long-range strategies to increase donor acquisition, retention, and overall philanthropic support.**

**First Year Expectations**

- **Build and actively manage a major donor pipeline of 50+ qualified individual prospects.**
- **Achieve Annual Appeal Goal.**
- **Maintain a donor retention rate of 70%+ across active members.**
- **Coordinate year-end appeal segmentation across Capital Campaign donors, members, and program participants.**

**Grants and Foundation Relations**

- **Conduct ongoing research to identify grant opportunities that align with organizational priorities.**
- **Prepare and submit grant proposals and reports and steward foundation relationships.**
- **Maintain strong relationships with foundation funders and institutional partners.**
- **Ensure compliance with grant requirements and reporting obligations.**

**Donor Stewardship and Advancement Operations**

- **Oversee donor acknowledgment, gift processing, tax receipts, and stewardship activities.**
- **Ensure donor records are accurate, complete, and maintained in accordance with best practices.**
- **Utilize data and analytics to track fundraising performance, donor retention, and pipeline activity.**
- **Develop systems that support exceptional donor experiences and long-term loyalty.**

**Board and Volunteer Engagement**

- **Work closely with the Board of Trustees and relevant board committees to advance fundraising priorities and organizational goals.**
- **Provide regular reports on fundraising progress, donor activity, and key performance metrics.**
- **Support and train trustees in donor cultivation, solicitation, and stewardship efforts.**
- **Facilitate annual planning discussions regarding fundraising strategy and revenue growth projections.**

**Special Events and Campaigns**

- **Lead the fundraising strategy for special events, annual appeals, membership and donor campaigns, and other philanthropic initiatives.**
- **Collaborate with staff and external partners to ensure events achieve both fundraising and community engagement objectives.**
- **Serve as a hands-on leader during fundraising events and campaign activities.**
- **Evaluate event performance and identify opportunities to increase revenue and donor engagement.**

**Strategic Leadership**

- **Serve as a member of the senior leadership team and contribute to organizational planning and decision-making.**

- **Develop and present an annual fundraising strategy and multi-year revenue growth plan for review by organizational leadership and the Board of Trustees.**
- **Accountable for achieving annual fundraising goals and contributed revenue targets established in partnership with the Executive Director and Board of Trustees.**
- **Foster collaboration across departments to integrate fundraising priorities with programmatic and operational goals.**
- **Promote a culture of philanthropy throughout the organization.**
- **Supervise and mentor development staff, including the Manager of Development & Cultural Arts Programming, volunteers, and fundraising consultants as assigned, fostering a collaborative and high-performing fundraising team.**

---

**Qualifications**

**Education**

- **Bachelor's degree in nonprofit management, business administration, communications, marketing, public administration, or a related field required or equivalent experience.**
- **Master's degree and/or Certified Fund Raising Executive (CFRE) credential preferred.**

**Experience**

- **Minimum of 5+ years of progressive fundraising leadership experience, with at least three years in a leadership-level role, preferably in a nonprofit organization.**
- **Demonstrated success securing major gifts and managing a diverse portfolio of fundraising activities.**
- **Proven experience developing and implementing strategic fundraising plans that achieve revenue growth.**
- **Experience working effectively with boards of directors, volunteers, and senior leadership teams.**

- **Experience supporting or leading capital, endowment, or comprehensive fundraising campaigns preferred.**

**Skills and Competencies**

- **Exceptional written, verbal, and interpersonal communication skills.**
- **Strong relationship-building and donor cultivation abilities.**
- **Excellent organizational, project management, and leadership skills.**
- **Proficiency with donor databases and CRM systems (Humanitru).**
- **Strong proficiency in Microsoft Office 365, including Excel, Word, PowerPoint, and Outlook.**
- **Ability to analyze financial reports, budgets, and grant restrictions, and communicate funding opportunities and limitations clearly to staff and trustees.**
- **Demonstrated ability to manage multiple priorities and meet deadlines in a dynamic environment.**
- **High degree of professionalism, discretion, and integrity.**

**Additional Requirements**

- **Passion for the mission of The Montclair Foundation and its role in supporting community, culture, education, and environmental stewardship.**
- **Ability to work occasional evenings and weekends for donor cultivation, special events, and Foundation activities.**
- **Ability to travel locally and regionally as needed.**

**Compensation**

**Salary Range: $80,000 - $90,000 annually, commensurate with experience and qualifications.**

**The Montclair Foundation offers a collaborative and mission-driven work environment, along with a comprehensive benefits package including paid time off, holidays, and opportunities for professional development.**

**The Montclair Foundation/Van Vleck House and Gardens**

**The Montclair Foundation/Van Vleck House and Gardens is a 501(c)(3) nonprofit organization dedicated to enriching the greater Montclair community through philanthropy, cultural programming, historic preservation, education, and public engagement.**

**Position Details**

- **Status: Full-time, salaried, exempt**
- **Reports to: Executive Director**
- **Location: On-site at Van Vleck House & Gardens, Montclair, NJ [or: Hybrid, with at least (3) days per week on-site]**
- **Schedule: Monday through Friday, with occasional evenings and weekends for donor meetings, special events, and Foundation activities**

**How to Apply**
**Please send a résumé and cover letter to director@montclairfoundation.org with "Director of Development" in the subject line. Applications will be reviewed on a rolling basis.**

**Equal Opportunity Employer**
**The Montclair Foundation is proud to be an equal opportunity employer. We believe our work is strongest when our team reflects the community we serve, and we welcome applicants of all backgrounds and experiences. All qualified applicants will receive consideration without regard to any characteristic protected by federal, state, or local law. Applicants who need a reasonable accommodation during the application or interview process may contact andrea@montclairfoundation.org.**