Fundraising Consultant
Bushnell Park Foundation, Hartford, CT

About Us
The Bushnell Park Foundation, in collaboration with the City of Hartford, is dedicated to the protection, preservation and enhancement of Bushnell Park for all to enjoy. The Foundation, established in 1981, continues to promote Reverend Horace Bushnell’s founding vision of “a place of life and motion that will make us more completely conscious of being one people.”

Career Opportunity
We are searching for a Fundraising Consultant. This person will be mission-driven, a strategic thinker, and team-oriented with strong communication skills to achieve new revenue goals.

This position will report to the President and the Executive Committee of the Board of Directors, working closely with the Development committee and supported by the Foundation Manager, to develop strategies for working with individual, family and other foundations, and corporation support. This is a new part-time position for a small, established nonprofit organization, and as such, knowledge about giving in Hartford County and the state of Connecticut will be important. Knowledge of federal giving is a plus.

As the Fundraising Consultant, you will:

- Identify, qualify, cultivate, solicit and steward leadership giving (over $1,000) from individuals, family foundations and corporations with emphasis on our current donor list and businesses in the Greater Hartford area.
- Initiate contacts with potential leadership/major gift donors, align interests with Foundation priorities and develop appropriate cultivation strategies for them. Prepares President or designee for conversations/meetings with current/prospective leadership/major gift donors.
- Team with Development Committee to:
  - Develop reasonable metrics and goals with development committee on an annual basis
  - Strategize grants and annual appeal.
- Recognize and steward leadership donors in timely, effective ways.
- Ensure confidentiality of all donor information as well as accurate and timely entry in customer relationship management records.
- When requested, assist with input as we research a donor database for the Foundation.
- Evaluate the effectiveness of strategies, initiatives, special events and overall results for leadership giving and other fundraising efforts.
- Attend Foundation events as needed, as well as represent the Bushnell Park Foundation at outside events for the purposes of networking, etc.
- Perform other duties as required.

Onboarding and Orientation
The first three months of this position includes an orientation period:

- Learn about the Bushnell Park Foundation’s operating environment, donors and donor history, Board of Director goals, park history and relationship to other entities, including and especially the City of Hartford.
- Research other public spaces and parks development efforts to understand the drivers of success.
- Hold meetings with all key constituents as defined by the President and Development Committee to establish relations with and prioritize development opportunities.
- Work with the Department of Public Works Park Superintendent and the Development Committee to formalize a plan and set of goals for the year.

QUALIFICATIONS AND COMPETENCIES:

- Bachelor’s degree in business management, marketing or equivalent
- Certified Fundraising Executive Credential preferred
- Minimum five years’ experience in leadership/major gift fundraising.
- Perform job with integrity, consistent with the mission, vision, values and beliefs of the Bushnell Park Foundation
- Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.
- Knowledge of all charitable gift planning vehicles, including how to determine the appropriate vehicles for specific prospects.
- Track record of taking prospects to solicitation and closing leadership gifts. Be prepared to discuss your history of leadership gifts asked and received.
- Excellent interpersonal and social skills; able to communicate effectively in writing and orally.
- Strong donor-centric focus in all tasks and activities.
- Ability to maintain professional standards and conduct, internally and externally.
- Ability to relate well with people from diverse groups.
- Holds self and other team members accountable for achieving results.
- Proficiency in Microsoft Office Suite
- Driver’s license and valid transportation

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) qualifications and experience, 2) salary requirements, and 3) how they learned about the position to:

Bushnell Park Foundation
P.O. Box 230778
Hartford, CT 06123
Attn: Development Position

Email: karamla266@gmail.com