



## Flourish with us as our Donor Services Coordinator!

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Donor Services Coordinator, you will provide administrative support to the VP of Donor Services & Gift Planning. This individual will work independently and as part of a team to fulfill responsibilities primarily related to donor centric granting and development, project planning, and assisting prospective and existing donors, professional advisors, etc. The Donor Services Coordinator will plan, arrange, schedule, and support a variety of virtual and in-person meetings and special events. This individual will coordinate data, spreadsheets, reports, and communication to further engage with fund advisors.

If you have at least three years of experience in project coordination, nonprofit development, database management, or administrative support experience, we want to hear from you! Proficiency in Office 365 and experience in project coordination and event planning is required. Experience working with CRM and database systems is a plus! Please see the detailed job description below.

We have been certified since 2022 as a silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to having a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes dental, health, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. The position is expected to work 40 hours per week. The starting pay is \$25.45 per hour. A start date no later than January 2025 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to [careers@cfoxvalley.org](mailto:careers@cfoxvalley.org) using the following email subject line: Donor Services Coordinator.**



## Job Description

**POSITION TITLE:** Donor Services Coordinator

**DEPARTMENT:** Donor Services & Gift Planning

**LOCATION:** Community Foundation for the Fox Valley Region at 4455 W. Lawrence St. Appleton, WI 54914

**REPORTING TO:** Vice President of Donor Services & Gift Planning

**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt

**SCHEDULE:** Full-Time Benefits Eligible

**LAST UPDATED:** November 11, 2024

### POSITION SUMMARY

The **Donor Services Coordinator** is part of the Foundation's dedicated team of professionals who work together under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, & antiracism (DEIAR) to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Donor Services Coordinator** will provide administrative support to the VP of Donor Services & Gift Planning. This individual works independently and as part of a team to fulfill responsibilities primarily related to donor centric granting and development, project planning, and assisting prospective and existing donors, professional advisors, nonprofit organization representatives, and supporting other functions within the Donor Services & Gift Planning Team and Foundation. The Vice President of Donor Services & Gift Planning will provide the strategic direction and planning guidance to ensure alignment with the Foundation's strategic development plan.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Fundamental Responsibilities

- Coordination, documentation, and workflow of fund management, grant cycles, supporting organizations, geographic affiliate foundations and committees. Including, but not limited to, fund documentation and financials, online grant applications, constituent records, grant reports, and meeting packet preparation.
- Provide planning and coordination to support gift planning and donor services work with prospective donors, fund advisors, donor recommended granting and receiving gifts.
- Coordination of data, spreadsheets, reports, and communication, including donor perception survey. Generate data and database-driven reports to further engage with fund advisors.
- Create and update records in database.
- Coordinate content-specific communications for Donor Services & Gift Planning team.
- Create and compile committee information including posting documents to board and committee online web portals.
- Assist in the annual fund statement process and other annual fund communication processes.
- Assist in coordination of end of year matching grant opportunities and grant catalog.
- Plan, arrange, schedule, and support a variety of virtual and in-person meetings and special events. This includes drafting agendas, taking and preparing detailed minutes and notes, interacting with committee volunteers, preparing and editing correspondence and research on community needs, reports, memos, and setting up visual presentations and special events.



- Provide back-up assistance to receptionist to answer phone calls, assist visitors, open/close the office, and provide office coordination assistance as needed.
- Support Donor Services & Gift Planning team members with a full range of professional services and support related to the administration of funds and the Foundation's strategic direction and mission.

***This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.***

#### **EDUCATION AND/OR EXPERIENCE**

- A minimum of three years of combined experience with project coordination, nonprofit development, database management, administrative support experience or a related field is required.
- Proficient use of Office 365, including Word, Excel, SharePoint, Outlook, PowerPoint, and Teams, and virtual meeting platforms such as Zoom.
- Proficient with project coordination and event planning.
- Experience working with CRM software systems and relational databases, such as Foundant is a plus.

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

- Excellent written and verbal communication skills.
- Proficient in the creation and formatting of spreadsheets, including formula formatting and pivot tables.
- Willingness and enthusiasm to learn and contribute.
- Ability to engage and interact with internal teams to resolve issues timely and accurately, while working independently with minimal supervision.
- Effective time management to handle multiple concurrent projects, deadlines, and often changing, daily tasks and priorities in a fast-paced team environment.
- Continuous improvement skills for process efficiency.
- Excellent organizational skills and keen attention to detail.
- Ability to handle sensitive and confidential information and maintain a high level of confidentiality.
- Effectively demonstrate teamwork, respect, integrity, stewardship, & DEIAR throughout work and interactions.

#### **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

**The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.**

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***