

POSITION DESCRIPTION

Donor Relations Officer – Medford Office

The Oregon Community Foundation

Status: Part-time, Exempt

Job Summary

The Oregon Community Foundation (OCF) Advised Fund Program creates opportunities for people to give back to their communities in an informed and active way. It is the program's goal to make participation in the work of the Foundation as rewarding as possible.

The Donor Relations Officer at The Oregon Community Foundation supports the Foundation's growing Advised Fund Program, currently consisting of approximately 700 advised funds. This is a professional position that will further the Foundation's commitment to provide advised fund donors with excellent service and advance the Foundation's relationships with fund advisors through personal contact and other activities. The Donor Relations Officer will participate with colleagues in an extensive range of events, communications, services and special projects designed to promote philanthropy in Oregon. The position has potential for growth as the program grows.

The Donor Relations Officer reports to the Vice President for Advised Funds and works in cooperation with all Foundation staff and departments, including support for the day-to-day operations of the Medford office. The Donor Relations Officer is based in the Medford office and focuses on Jackson, Josephine and Klamath counties.

Essential Duties and Responsibilities

Advised Fund Donor Relations

- Manage a portfolio of advised funds in Jackson, Josephine and Klamath counties
 - Initiate personal contact, develop and maintain excellent relationships with assigned fund holders and deliver responsive, effective services to help them meet their philanthropic missions and learn about community needs
 - Provide strategic and tactical planning, implementation and evaluation for assigned donors
 - Coordinate, organize and attend Advised Fund activities, such as site visits, receptions, luncheons and education programs
 - Be alert to opportunities to convene fund advisors around interest areas, community needs and OCF board-directed research and funding priorities.
 - Act as a resource person for all activities of the Foundation.
- Ensure that OCF maintains personal contact with donors who have established funds or that other appropriate OCF personnel maintain contact, which involves monitoring a system of contacts and reminders.
- Initiate and monitor donor related special research projects.
- Assist in development and implementation of regional service strategies.

Advised Fund Administration

- Create and produce customized reports from the Foundation's database for press releases, website updates and community outreach programs, to illustrate and monitor Advised Fund Program activities.

- Respond to routine inquiries from nonprofit organizations requesting information on advised funds.
- Assist in the production of the semi-annual fund advisor packets.
- Coordinate advised funds grantmaking activities interfacing with OCF staff and departments.

OCF Grant Programs

- Be aware of grant opportunities that may be of interest to fund advisors. This includes an understanding of community priorities and proposals being entertained by the Foundation's Community Grant Program.
- Advise donors on strategies for their grantmaking.
- Work in close alliance with the Community Benefit staff to create opportunities to partner resources with advised funds.

This position description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.

Requirements and Skills

- Five or more years' progressively responsible experience in the field of philanthropy
- Knowledge of Oregon's nonprofit sector desirable, but not required
- Bachelor's degree, minimum
- Outstanding oral and written communication skills – conveys information clearly and effectively
- Excellent customer service skills: provides service that is courteous and competent promoting trust and confidence
- Strong organizational skills – detail oriented, accurate, able to work independently or in a team setting, able to prioritize and manage several tasks concurrently and efficiently, and able to meet multiple deadlines
- Able to analyze, think critically and explain alternatives clearly, problem-solve
- Able to work effectively with diverse stakeholders
- Displays energy and professionalism, initiative and innovation on the job
- Good technology skills: adept at use of Microsoft Office applications; facile internet user; and experience working in a network environment with an integrated database
- Able to see beyond the department's immediate goals to broader goals within the Foundation
- Strong interest in philanthropy and knowledge of Southern Oregon
- Valid driver's license required

Candidate must have physical ability to:

- Staff Medford office during regular working hours
- Attend occasional evening meetings
- Drive long distances (up to approx. 300 miles/day on occasion) in Oregon
- Perform basic computer work including routine use of keyboard for periods of several hours at a time
- Keyboard proficiency
- Occasionally lift or move objects of moderate weight (e.g., printed materials, projector)
- Regular attendance and punctuality

Compensation/Benefits

Beginning salary range: \$30K- \$32K. Excellent benefits including health, dental and vision insurance and pension plan. Send cover letter and résumé to: The Oregon Community Foundation/DRO, 1221 SW Yamhill St., Suite 100, Portland, OR 97205. No phone calls please. Closing date: 8/3/10.