



Donor and Nonprofit Services Officer

Job Announcement

The Community Foundation has played a leading role in promoting philanthropy in southwest Washington for the past 25 years. We are uniquely positioned to serve both donors and nonprofits to maximize the effect of philanthropy in our region. With the adoption and funding of a Business Expansion Plan in summer 2009, the Foundation is poised to raise \$30 million over the next three years. We are seeking a Donor and Nonprofit Services Officer who shares our commitment to philanthropy and is dedicated to expanding services, and increasing outreach to donors, nonprofits and businesses.

The Donor Services and Nonprofit Officer will achieve two primary goals: 1) Keep donors engaged in giving and 2) Teach them how to give wisely. Donors include individuals who hold Donor Advised, Designated and Field of Interest Funds and nonprofits that hold Organization and Designated Funds. This position will maintain a high level of ongoing nonprofit contact to serve the needs of our nonprofit fund holders and to effectively match donor interest with nonprofit needs. Additionally, the position will actively utilize technology in communicating with donors and in creating internal documentation and tracking systems that are universally available within our organization. The Donor and Nonprofit Services Officer has the authority to approve grants.

Position Requirements:

- A minimum of 5 years experience in donor services with a proven track record of success.
- Exposure to donor development.
- Superior organizational skills with attentiveness to detail; consistent and accurate follow-through on projects; and experience managing multiple priorities and deadlines.
- Strong writing skills.
- High level of integrity, professional maturity and strong work ethic. Displays sound judgment and discretion.
- Genuine enthusiasm for the mission of the Community Foundation and commitment to its goals.
- Familiarity with southwest Washington, its organizations and people.
- Bachelors degree (minimum)
- Proficient in Word, Excel, Adobe, PowerPoint, Outlook, Internet and Database Management. Sound understanding of new technologies with expertise in websites, search engine optimization, social media and other technology.

Specifics:

Reports to: President

Status: Full Time
Regular Exempt Employee

Salary: Compensation to be commensurate with individual experience and qualifications.

To apply: Please submit a letter outlining your successes and donor services background. Include the experiences that have prepared you to be an essential member of a team charged with achieving ambitious goals for the Community Foundation and this region.

Please include your resume and a list of references (minimum 3) and submit to: Donor and Nonprofit Services Officer Position Search, The Community Foundation for Southwest Washington, 1053 Officers Row, Vancouver, WA 98661. To assure full considerations applications should be received by January 22, 2010.