



Community Foundation of Henderson County Donor Services Officer Job Description

The Community Foundation of Henderson County is currently seeking a donor services officer. He/She will participate in carrying out the Community Foundation's asset development plan. The donor services officer will further asset development efforts through cultivating and expanding relationships with donors and their professional advisors. The successful candidate will possess a working knowledge of charitable and planned giving strategies and tools. He/She will work under the direct leadership of the vice president of community philanthropy and collaboratively with Foundation staff, committee, and volunteers.

Founded in 1983, the Community Foundation, comprised of 370 funds, serves the entire community by assisting people and organizations with their charitable giving, provides financial aid to college students, and makes grants to nonprofit organizations in Henderson County and beyond. As the Community Foundation completes its first quarter century of operations, it will continue to serve thousands of people who share a common desire—to make our community a better place now and countless years from now.

*The **mission** of the Community Foundation of Henderson County is: **To help people who care make lasting contributions to causes that matter.***



Confirmed in compliance with National Standards
for U.S. Community Foundations.

**COMMUNITY FOUNDATION OF HENDERSON COUNTY
JOB DESCRIPTION**

Job Title:	Donor Services Officer
Reports to:	Vice President – Community Philanthropy
Purpose of the Position:	Working as part of a team, to provide follow up services for existing donors and funds. Building relationships with donors to assure accuracy in fulfilling purpose of established funds. All positions provide support for overall organization mission and goals.
Major Duties and Responsibilities:	<p>Works with President/CEO, Vice Presidents, Board, Committees, Donors, Prospects, Vendors, Organizations, and other foundation staff to provide full service community foundation programs and services.</p> <p>DONOR RELATIONS</p> <ol style="list-style-type: none"> 1. Develop and maintain relationships with new and current donors through phone calls, personal visits, and written correspondence. 2. Create opportunities to educate donors about the greater community in order to broaden their personal philanthropy. 3. Assist in the education of donor prospects, professional advisors, and organizations about benefits and uses of the community foundation. 4. Communicate with donors to identify ongoing needs for expanded and improved Foundation services. 5. Collaborate with board and staff to identify opportunities to expand the Foundation's influence in the community and to attract existing donor involvement and new donors. 6. Represent the Foundation at community, donor, professional advisor, and grantee functions. <p>PROMOTION OF PHILANTHROPY</p> <ol style="list-style-type: none"> 1. Maintain current knowledge of philanthropy trends and legislation that impacts the philanthropy field 2. Assist in personal identification, contact, and cultivation of relationships with prospective donors and their professional advisors. 3. Assure a smooth transition for new donors from fund creation to ongoing donor relations. Develop and implement strategies to assist donors to serve philanthropic interests. <p>FUND ADMINISTRATION</p> <ol style="list-style-type: none"> 1. Assist in the process of monitoring existing funds. 2. Respond to inquiries and follow up on requests from donors. Assist with prospective donors and professional advisors, as needed. 3. Assist with program research, processing of recommendations, grant tracking and payments for all grant recommendations from donor advisors and advisory groups. 4. Maintain accurate records for all contacts with donors, prospective donors, and professional advisors. <p>SPECIAL PROJECTS: To undertake special projects and perform other duties as assigned.</p>
Qualifications	EDUCATION & EXPERIENCE:

and Minimum Requirements	<ol style="list-style-type: none">1. College graduate who possesses a minimum of five years experience in fund raising, donor relations, or marketing with a preference for candidates with community foundation experience and direct client contact. Experience may be substituted for educational requirements if past records and references warrant. <p>SKILLS & ABILITIES:</p> <ol style="list-style-type: none">1. Commitment to the Foundation's values2. Well-developed interpersonal and communication skills3. Strong public speaking experience and skills4. Personal enthusiasm for and commitment to philanthropy5. Commitment to excellence; well-organized; self-motivated6. Ability to function as part of a team7. Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures8. Possess flexibility and the ability to adjust activities and assume new responsibilities9. Computer proficiency in Microsoft Word, Excel, Raiser's Edge, Gifts for Windows, and PowerPoint10. Ability to handle discreetly confidential information such as contributions and other related correspondence.
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