

Fresno Regional Foundation Position Available Notice January 2012

Position Title: Donor Relations Coordinator
Date Available: January 2012
Category: Full time, exempt
Salary range: \$60,000 to \$85,000
Requirement: college degree and related experience
Email resume and cover letter to: lori@fresnoregfoundation.org
For more information: www.fresnoregfoundation.org

Donor Relations Coordinator

Summary

The Fresno Regional Foundation (FRF) Donor Relations Coordinator (DRC) is a full-time, exempt position. Under the supervision of the CEO, the DRC shall actively promote the growth and stewardship of FRF assets, donor relationships, FRF Strategic Plan, and a broad range of giving programs and investment vehicles. The DRC shall support social, inspirational, and educational activities and events, and act as an advocate and ambassador for FRF to fulfill the mission of improving the quality of life in our community through philanthropy.

Requirements

The Donor Relations Coordinator shall:

1. Be proficient in fundraising, including familiarity with relationship-centered methods for cultivating and stewarding major or planned gifts.
2. Deliver results in areas of responsibility, including a capacity to take initiative and work independently in the office and throughout the region served by FRF.
3. Work effectively with boards, volunteers and committees.
4. Be proficient in email, web-based business tools, and social media applications.
5. Be able to work in an office setting, and communicate through a variety of methods using modern office technology.
6. Have access to an insured car, and be able to drive to meetings outside FRF office to meet with donors within the FRF region.
7. Be able to learn new software and data management programs, such as FRF's Foundation Information Management System (FIMS).
8. Have strong writing skills to produce letters, reports, marketing materials, meeting minutes, contact notes, press releases, and email correspondence.
9. Have a high-level grasp of foundation giving policy, charitable gift vehicles, endowment building, and planned giving options.
10. Assist with administrative and office support activities.

11. Communicate effectively and work cooperatively with the FRF staff, Board, Professional Advisors, donors, and potential donors from diverse backgrounds.
12. Act as a host at receptions, introduce others to a group, and facilitate discussions.

Qualifications

The Donor Relations Coordinator shall:

1. Have experience working in at least one of the following areas: asset development, investment portfolio management, fundraising, leadership, community relations, marketing, or non-profit business management.
2. Understand the history, people, and issues of the San Joaquin Valley.
3. Have a passion for improving the quality of life in the San Joaquin Valley.
4. Articulate the mission and vision of the Fresno Regional Foundation and the benefits of philanthropy within our community.
5. Act in the role of ambassador for FRF.
6. Be aware of and sensitive to the diversity of the local community.
7. Communicate clearly and professionally to individuals and groups.
8. Have excellent interpersonal skills, including the ability and desire to work as a member of team, as well as the ability to work independently.
9. Have excellent English language skills, both written and oral.
10. Be proficient in the use of technology for communications, documentation, analysis, reporting, research, and scheduling.
11. Be comfortable with public speaking and making presentations.

Areas of responsibility may include:

- Manage database of existing donors and potential donors.
- Plan for and track donor contacts.
- Schedule donor contact opportunities.
- Assist in donor educational opportunities.
- Develop plan for donor contact opportunities that include email, mailings, phone calls, meetings, events, focus groups, receptions, and both formal and informal gatherings.
- Speak on behalf of the Foundation at meetings or events.
- Meet with donors individually or in groups or at other events, meetings, etc.
- Participate in FRF staff meetings and board meetings.
- Introduce other FRF staff to donors and accompany donors on site-visits
- Connect donors to stories of our grantmaking by accompanying donors on site-visits, to grant presentations, field trips, and tours.
- Provide written and oral updates to FRF Staff and Board tracking contacts and giving results.

Employment Details and Benefits

Donor Relations Coordinator

Approximate annual salary range: \$60,000 to \$85,000, or negotiated.

Medical Coverage for employee (after 90 days)

Dental Coverage for employee (after 90 days)

Vision Coverage for employee (after 90 days)

Life Insurance on employee (after 90 days)

403(b) Retirement contributions, 5% match (after 90 days)

Vacation – starting at 10 days per year, scaling up after 3 years

Holidays – 11 holidays plus 1 floating holiday per year

Sick leave – accumulate 1 day per month

Submit your resume:

To submit your resume for consideration, please send an introductory email, with your resume as an attachment, to: lori@fresnorefoundation.org. The subject line should read: applicant for Donor Relations Coordinator and your name. For information about the Fresno Regional Foundation, please visit our website at: www.fresnorefoundation.org.