CAREER OPPORTUNITY

Philanthropy Coordinator

Join the Foundation team

The Community Foundation is a dedicated, mission-driven organization committed to serving all of San Luis Obispo County and beyond. Now celebrating 25 years of impact across the region, this position will be one of the Central Coast’s most important philanthropic resources as we work together with our Foundation family of donors, grantees, community partners, committees, and Board to make a difference. The Philanthropy Coordinator will report directly to the Director of Philanthropy and will serve as a member of the Donor Services team.

Core Values:

Collaboration ~ Excellence ~ Inclusion ~ Integrity ~ Stewardship

Who we are

The Community Foundation San Luis Obispo County is dedicated to connecting people who care with causes that matter. As the region’s primary provider of philanthropic services, we help people achieve their philanthropic goals effectively, confidently, and with the support of an expert team connected to the needs of our community.

The Foundation includes hundreds of charitable funds for people, families, and businesses, and nonprofits, the majority of which are endowed to ensure they provide support for important causes in perpetuity. We have been the region's trusted steward of philanthropic funds for 25 years, and today manage over $70 million in charitable assets. Together with our fundholders, we are one of the largest local grantmakers in the region- having awarded more than $66 million to support important causes and 1400 scholarships to local students.

In addition to managing their charitable funds, we work in partnership with our fundholders and other local leaders to transform the central coast region through strategic grantmaking and impact initiatives that foster a more vibrant and equitable community for all. To learn more about our work please visit- www.cfsloco.org.
About the Position

Job Overview

Reporting to the Directory of Philanthropy, the Philanthropy Coordinator is a donor relations specialist, with more than two years of experience supporting all aspects of donor management.

The Philanthropy coordinator is a key member of the Foundation team of advisors who are focused on providing our donors with the highest level of service in support of their charitable giving. The focus of the position is the coordination of donor management including the: cultivation, gift entry, stewardship, communication, and impact reporting for our current and prospective donors. The ideal Philanthropy Coordinator will provide exemplary customer service for fund holders and prospective donors, and effectively manage fund administration. This is a full-time, non-exempt position with a hybrid remote option.

Donor Services (50%)

- Coordinate donor stewardship activities i.e. mailings, events, e-news, acknowledgments
- Assist in the cultivation of donors and manage the pipeline of prospects in the process.
- Orchestrate the process of grant distributions for fund holders
  - Prepare grant materials
  - Offer grant recommendations
  - Perform due diligence on grantees
- Generate reports to track progress on fund development, fundraising, and sponsorship
- Assist in the development of donor related events and speaking opportunities

Committee Support (20%)

- Staff support for Donor Engagement Committees
  - Draft meeting agendas
  - Prepare all meeting materials
  - Prepare meeting summary for committee chair to present to Board
  - Track action items
- Staff support for Professional Advisors Committee
  - Draft meeting agendas
  - Prepare meeting minutes
Prepare all meeting materials
- Responsible for coordinating program and sponsorships for Professional Advisors Lunch
- Secure sponsorships, coordinating with members of the Professional Advisors Committee
- Assist in the recruitment and onboarding of new members

**Database Management (20%)**
- Update forms and templates annually
- Perform monthly maintenance audits of data
- Maintain notes regarding current/prospective donors and Professional Advisors
- Coordinate and schedule donor follow up activities
- Generate donor reports

**Communications (5%)**
- E-newsletters:
  - Maintain communication e-news lists
  - Generate ideas for subject matter and people to be featured
  - Coordinate participation and content gathering with internal and external members

**General (5%)**
- Perform other duties as assigned by Director of Philanthropy and CEO.

**Qualifications**
- 2 to 5 years of relevant experience, preferably in a nonprofit organization, private or community foundation with a history of working with donors, committees, and boards.
- Demonstrated ability to interact effectively with diverse individuals and groups. Strong customer service orientation.
- Demonstratable technical skills on PC systems with thorough knowledge of Microsoft Word and Excel.
- Experience with data entry, reporting, and maintenance of software including – FIMS, Excel, MailChimp, Zeffy, etc.
• Superb organizational ability: ability to multi-task, track multiple projects, meet deadlines, and set priorities.
• Excellent written and verbal skills.
• Ability to take initiative and work independently with direction and solve problems with minimum supervision.
• Meticulous attention to detail
• Ability to handle confidential information.
• Ability to work cooperatively as a team player in a small office.
• Enthusiasm, professionalism, and integrity.
• Complete commitment to the mission of the Foundation.
• Ability to climb stairs and lift 25 pounds.

Career Details
• This is a full-time, non-exempt position.
• Hybrid work schedule available after 6 months with 3-4 days a week in the office.

Our compensation and benefits
• Full range is from $50,000 to $65,000.
• Full medical, vision & dental, retirement plan.

The Community Foundation is an equal opportunity employer.

To apply please submit cover letter and resume to jobs@cfsloco.org. All applications and letters of interest are handled with compete confidentiality.