

Wyoming Community Foundation Job Description

JOB TITLE: Associate Director of Donor Relations

REPORTS TO: Director of Philanthropy

INCUMBENT:

POS. STATUS: Exempt

POSITION SUMMARY: The Associate Director of Donor Relations works closely with the Director of Philanthropy to implement and execute stewardship of the Foundation's donor relationships. The position's primary responsibility is to support Donor Advised Fund holders to ensure a high-quality experience with WYCF to encourage long-term engagement with the Foundation. Tasks include grantmaking and donor services, cultivating new donors and working with local boards.

WYCF is committed to creating and maintaining a workplace in which all staff members have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and how we do business and is an important principle of sound business management.

Position Functions & Responsibilities

A. 60% - Donor Relations

- Serve as the primary contact with Donor Advised fund holders, including answering questions, processing grant requests, educating donors on grants processes, and performing due diligence on DAF grantees
- Assist Director of Philanthropy with Agency Endowment fund holders and prospects, including board education, assist with special education events related to investment and fundraising
- Build a strong understanding of fund types and available giving vehicles within the WYCF
- Research and cultivate donors in regions as assigned
- Assist with annual fundraising for the Wyoming Community Fund (Annual Fund) as needed

B. 30% - Education and Outreach

- Serve as primary staff liaison for two Local Boards, including basic administration, grantmaking, fund development
- Assist with special initiatives, local boards, and committees in assigned regions
Represent WYCF at events, conferences, and gatherings around the state

C. 10% - Communications and Planning

- Work with Director of Philanthropy to understand the unique benefits of the Foundation's investment program and articulate those benefits to prospective donors
- Provide input to the communications team to create compelling materials that engage prospective and existing donors, e.g., fund packets
- Other duties as assigned by the supervisor or President

Experience & Qualifications

- Bachelor’s Degree required; or experience equivalency
- Three years of nonprofit fundraising experience or commensurate level work experience
- Knowledge of the geographic area, grantmaking, and philanthropic trends
- Strong computer skills in basic software and the ability to adapt to specialized applications
- Demonstrated experience with fundraising and success securing gifts
- Evidence of strong writing and oral presentations skills
- Ability to develop strong relationships and partnerships with individuals from diverse and marginalized backgrounds
- Ability to work in a team setting or independently to achieve outcomes

Personal Attributes & Physical Demands

- Must have excellent analytical and organizational skills
- Must have excellent oral and written communication skills in English
- Must have a high degree of self-awareness and emotional intelligence
- Maintains confidentiality of sensitive information regarding any WYCF records and data
- Regular attendance is an essential job function. The position will typically work 40 hours per week and may be required to work frequently outside core business hours as needed to meet deadlines
- Ability to work daily and function effectively in stressful situations
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain
- Some lifting of boxes may be necessary – up to 30 lbs.
- Adheres to all company policies and procedures and maintains a safe work environment
- Ability to skillfully manage public relations, difficult situations, and complaints
- Travel is required; up to 70% of work hours. A valid driver’s license is required

The Wyoming Community Foundation aspires to create a safe, welcoming, and supportive environment for individuals from diverse and marginalized backgrounds, including those with disabilities. I understand I am responsible for notifying my employer if any reasonable accommodations are required to perform my job duties as outlined.

Signature _____ Date _____

This position description covers the primary purpose and essential functions of the position. It is not intended to give all the details or a step-by-step account of how each task will be performed. Employees may receive other job-related instructions and be required to perform additional job-related functions requested by management. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

Sensitivity level of information handled in this position: **HIGH***

Approved by: _____ Date: _____

* **HIGH** - Sensitivity information level – all data, fund records, and other materials are considered confidential and can only be shared with other authorized WHFW personnel with the same classification. Sharing this information/data with any unauthorized personnel can be grounds for termination.