

Wyoming Community Foundation Job Description

JOB TITLE: Associate Director of Donor Stewardship

REPORTS TO: Director of Philanthropy

INCUMBENT:

POS. STATUS: Exempt

POSITION SUMMARY: The Associate Director of Donor Stewardship works closely with the Director of Philanthropy to execute stewardship of the Wyoming Community Foundation’s donor relationships. The position’s primary responsibility is to advance and manage the Foundation’s donor stewardship strategy designed to recognize and engage fund holders, with a strong emphasis on Donor Advised Fund holders. The position also has annual fundraising and local board management responsibilities. Tasks include fundraising, grantmaking and donor services, cultivating new donors and regional outreach.

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 Stewardship

- Work with the Director of Philanthropy to develop plans providing consistent and strategic stewardship activities with the goal of encouraging long-term engagement with WYCF
- Serve as the primary contact with Donor Advised fund holders, including processing grant requests, educating donors on processes, and performing due diligence on DAF grantees
- Assist Director of Philanthropy with Agency Endowment fund holders and prospects, including nonprofit board education, and special education events related to investment and fundraising

B. 30% - Fundraising and Local Board Engagement

- Serve as lead staff liaison for up to three (3) Local Boards, including basic administration, grantmaking, fund development and annual giving, and board member recruitment and management
- Assist with special initiatives and committees in assigned regions
- Represent WYCF at events, conferences, and gatherings around the state, especially in assigned regions
- Assist with additional fundraising activities such as events or fundholder support, as determined by the Director of Philanthropy
- Assist with annual fundraising for the Wyoming Community Fund (Annual Fund)
- Actively manage a donor portfolio, including researching and cultivation of new donors in assigned regions
- Build a strong understanding of fund types and giving vehicles within the WYCF

C. 10% - Communications and Administration

- Learn and maintain proficiency in data systems used at the WYCF to manage donor and gift information
- Work with Director of Philanthropy to understand the Foundation’s investment program and articulate unique benefits to prospective donors
- Provide input to the communications team to support creation of 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.