



EMPLOYMENT OPPORTUNITY

Donor Services Representative

Description of Position: Donor Service Representative works directly with Community Fund Boards, organizations and individual donors to attract and manage charitable gifts and bequests maintaining and enhancing their philanthropic goals. This position will serve Southwest Region (Crawford, Grant, Iowa and Vernon counties) in the cultivation and stewardship of relationships with donors to secure necessary funds; provide analysis and financial reporting of major and mid-level donors; and provide direct management and advice to regionally assigned Community Fund and Excellence In Education Boards.

Reports to: Director of Donor Services

Supervisory Responsibilities: None

Expected Hours of Work: Full time - 37.5 hours per week typically between 8:30am to 4:30 pm. Hours of work are flexible based upon applicant availability. Some nights and weekends may be required to accommodate donor visits and committee work.

Travel Requirements: Yes, regionally as needed throughout Southern Wisconsin. Most travel will be within Crawford, Grant, Iowa and Vernon counties.

Major tasks and scope of responsibilities:

Fund/Donor Development

- Identify, educate and cultivate prospective donors
- Maintain positive relationships with donors and professional advisors
- Complete all paperwork related to CFSW Funds
- Stay current with CFSW policies and procedures
- Regularly update CFSW Donor Database

Staff Support

- Assist Community Funds with meeting preparation, disbursement of agendas, minutes, financials, etc.
- Assist Community Funds with Grant requests and Annual Grant Cycles
- Attend board and committee meetings as needed
- Share CFSW Mission and assist community fund boards in development of their vision and purpose

- Assist community fund boards with publicity, presentations, direct mailings, grantmaking process, etc.

Community Catalyst

- Maintain an awareness of community needs and serve as a community resource
- Identify challenges and opportunities facing the community
- Communicate CFSW grant cycles and ensure an ongoing process of prudent and creative grants to address current and emerging community needs
- Establish and maintain contacts with community nonprofit organizations
- Be knowledgeable and able to facilitate endowment planning, development, and growth planning for organizations
- Understand, support and communicate the Mission of CFSW

The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

APPLICATION PROCEDURE

Please provide a resume and cover letter. The cover letter should detail your interest in the position and describe your strengths relative to the position description.

Application deadline: open until filled.

Due to the nature of this position, a valid driver's license and reliable transportation are required; may use public transportation when and if available and practical.

Qualifications:

- Bachelor's degree and/or three or more years' experience in customer service, community service and/or nonprofit work preferred
- Must be a self-directed team player with good oral and written communication skills
- Must enjoy working with a wide variety of personalities
- Must be able to serve as an advocate and an educator for personal philanthropy
- Must have a valid driver's license
- Must be willing and able to work a flexible schedule in order to meet the needs of the Community Funds as well as donors and their professional advisors
- Must perform responsibilities in a professional manner and handle assignments with a high degree of accuracy and confidentiality
- Must be able to lift up to ten (10) pounds

Preferred Qualifications

- Experience within a community foundation/nonprofit environment, and particularly with Foundant's Community Suite software is a plus.

To Apply:

Interested candidates should e-mail their resume with cover letter to: wyatt@cfsw.org

If you have any questions, please contact Wyatt Jackson, CFSW President/CEO, at (608) 758-0883 Ext 7001

Location: Platteville, WI Area

The Foundation is an equal opportunity employer and welcomes a diverse pool of applicants.