



Donor Engagement Coordinator

ABOUT THE FOUNDATION

The mission of the [Sacramento Region Community Foundation](http://www.sacregecf.org) (Foundation) is to transform our community through focused leadership and advocacy that inspire partnerships and expand giving. As the trusted steward of charitable assets, a community catalyst for meaningful change and the advocate for shaping vital impact through philanthropy, we provide leadership and work with others to produce a thriving community exemplified by opportunities for all to:

- Reside and work in a vibrant economy
- Benefit from a strong nonprofit sector
- Flourish through the strength of our diversity
- Live with a sense of dignity and self-worth

Learn more at www.sacregecf.org.

ABOUT THE POSITION

As part of the Marketing & Donor Engagement (M&DE) team, the part-time (20 hours per week) Donor Engagement Coordinator will support efforts to build and strengthen relationships with fundholders and donors at the Foundation.

The primary goals of the Foundation's donor engagement efforts are to steward existing fundholders and attract new fundholders, partners, and sponsors to advance the Foundation's mission. Primary audiences for engagement include current and prospective donors, professional advisors, nonprofit organizations, business and community leaders, members of the public, as well as Foundation board and staff.

This position reports directly to the Director of Donor Engagement. During the post-pandemic transition, the position will require the ability to work remotely and from the Foundation office in Sacramento.

RESPONSIBILITIES

- Assist in planning, coordinating, and implementing the logistics of in-person and virtual events for fundholders, key stakeholders, and community leaders
- Support the Philanthropic Advisors' Forum through assisting with arranging committee meetings, taking meeting notes, and in-person and virtual event coordination
- Update and maintain the Foundation's contact lists and databases
- Provide administrative support to the Chief Marketing & Donor Engagement Officer and the Director of Donor Engagement with processes such as, but not limited to:
 - opening new funds, including creating profiles in databases, processing and filing fund agreements, and compiling and sending welcome packets to new fundholders
 - providing monthly reports to community foundation affiliates
 - scheduling meetings
 - handling donor mail
 - tracking action items and donor follow up
 - conducting donor and funder research
- Maintain vendor relationships and their associated contracts, invoices, lists, costs and deliverables
- Assist fundholders with requests such as DonorCentral guidance, information on fund statements and balances, and other information as appropriate
- Coordinate the M&DE master calendar and ensure event dates and project deadlines are accurately reported to internal and external audiences
- Participate in the development and tracking of an annual M&DE plan and budget, with quarterly goals and measurements
- Assist board members and key fundholders as needed
- Offer back-up support for front desk activities, including greeting visitors and answering the main phone line

SKILLS

Proven ability to:

- Communicate internally and externally to diverse audiences, with knowledge, tact, patience, courtesy, and superior attention to detail.
- Manage, organize, prioritize, and deliver on multiple day-to-day tasks and longer-term projects, individually and as part of a fast-paced team.
- Use technology applications with savvy, demonstrating fluency in computer applications, including word processing, email, internet searches, database and presentation software (Microsoft Office Suite, Zoom, FIMS, Salesforce and other programs, as needed).

- Problem-solve using analytical and reasoning skills to maintain, identify, and make recommendations to improve operational systems.
- Work collaboratively with individuals and groups of diverse cultural, socioeconomic, and lifestyle backgrounds.
- Demonstrate a high level of interpersonal skills including excellent listening, board and donor interaction, strong oral and written communications abilities, and the ability to work with multiple personality types.
- Uphold the highest ethical standards of integrity, fairness, and confidentiality in all relationships.

QUALIFICATIONS

- Minimum of three years working in administrative roles and event coordination.
- Experience in the nonprofit sector preferred.
- College degree preferred, but significant and relevant work experience may substitute.
- Access to high-speed internet when working remotely and ability to travel to the Foundation when scheduled in-office.
- Interest in the mission, vision, and values of the Foundation.

HOW TO APPLY

Salary commensurate with experience. This non-exempt, part-time position is benefits-eligible (including health insurance, retirement, paid time off, sick leave, and holidays).

The Sacramento Region Community Foundation is an equal opportunity employer. This position will be open until filled. Interested applicants are requested to submit a cover letter and resume to resume@sacregcf.org.

We are happy to answer questions about this position; please email them to resume@sacregcf.org.