



CAREER OPPORTUNITY MARKETING & DONOR ENGAGEMENT COORDINATOR

ABOUT THE FOUNDATION

The mission of the [Sacramento Region Community Foundation](http://sacregcf.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 sacregcf.org.

ABOUT THE POSITION

The Marketing & Donor Engagement (M&DE) Coordinator will provide administrative support for marketing and donor engagement team of the Sacramento Region Community Foundation. The primary goals of all marketing and donor engagement efforts are to attract new fundholders to our mission and steward our existing fundholders by building awareness of what the Foundation does to make the community strong and vibrant, in partnership with its donors. The target audience for promoting awareness and understanding of the Foundation is both external and internal, including current and prospective donors, professional advisors, media representatives, nonprofit organizations, community leaders and the general public, as well as Foundation board and staff.

Under the guidance of the Chief Marketing & Donor Engagement Officer, the M&DE Coordinator's key responsibilities are:

DONOR AND ADVISOR STEWARDSHIP

- Help to plan, coordinate, and implement the logistics of events for fundholders, key stakeholders, and community leaders
- Support the Philanthropic Advisors' Forum through assisting with committee meeting set up and event coordination

- Provide administrative support to the Chief Marketing & Donor Engagement Officer and the Director of Donor Engagement with processes such as:
 - scheduling meetings
 - opening new funds, processing and filing fund agreements, and compiling and sending welcome packets to new fundholders
 - providing monthly reports to Community Foundation affiliates
 - handling donor mail
 - keeping accurate records, capturing referral sources, and tracking action items and donor follow up
 - conducting donor and funder research
- Assist board members and key fundholders when needed
- Offer back-up support for front desk activities, including greeting visitors and answering the main phone line

COMMUNICATIONS AND MARKETING

- Assist the Senior Marketing Manager with communications projects, including reports, magazines, e-newsletters, and direct mailings
- Assist the Senior Marketing Manager to ensure all internal and external communications contain a consistent brand image and ensure the Foundation’s digital presence—including its website, social media channels, and online profiles—are accurate and regularly refreshed
- Develop written content and take photographs, as needed
- Provide administrative support for Big Day of Giving with sponsorships, signage, collateral
- Update marketing materials

MAINTAIN ESSENTIAL VENDOR RELATIONSHIPS AND DATABASES

- Maintain the M&DE team’s vendor relationships, including designers, mail house, printers, and planned giving providers, and their associated contracts, invoices, lists, costs and deliverables
- Participate in the development and tracking of an annual (M&DE) plan and budget, with quarterly goals and measurements
- Coordinate the M&DE master calendar and ensure events dates and project deadlines are accurately reported to internal and external audiences
- Update and maintain various contact lists and databases, and streamline for efficiency

SPECIALIZED KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Minimum of two to three years working in the fields of marketing, event coordination, nonprofit fundraising and the nonprofit sector, preferred
- Ability to communicate internally within the Foundation team and externally to diverse audiences, with knowledge, diplomacy, tact, patience, flexibility, and courtesy.
- Demonstrated ability to be well-organized, a self-starter, and work independently and within a team, with the proven ability to multi-task, set work priorities, track projects and meet deadlines.

- Technologically savvy, with fluency in computer applications, including word processing, email, internet searches, database and presentation software (such as Microsoft Office Suite, Adobe Creative Suite, FIMS, Salesforce and other programs, as needed) and social media applications (primarily Facebook, Instagram, Twitter, and LinkedIn)
- Strong desire to develop and test new systems, new ways of thinking, and innovative approaches to marketing and development
- Demonstrated ability to problem-solve using analytical and reasoning skills to maintain, identify, and make recommendations to improve operational systems
- 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
- Proven capacity to work in a multicultural workforce, including sensitivity and competency in working with individuals and groups of diverse cultural, socioeconomic, and lifestyle backgrounds
- Ability and willingness to travel intra-state as needed
- College degree preferred, but significant and relevant work experience may substitute.
- Some photography experience or the willingness to learn as needed

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand and walk; sit for long periods of time; use hands to handle supplies; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

HOW TO APPLY

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.

Salary based on experience. Competitive benefits package offered. No phone calls and no recruiters, please.