



## Community Foundation of the Mahoning Valley

### Job Posting

#### **POSITION TITLE: Donor Services Associate**

Reports to the Director of Donor Services and Supporting Organizations

**WORK SCHEDULE:** Full-time with occasional evening or weekend work required

**JOB SUMMARY:** Position is responsible for providing excellent and efficient service for all donors and affiliates of the Community Foundation in support of the Mission of the organization. This includes data management and reporting relating to grant making, gifts, and fund tracking.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Key Donor Services Responsibilities:

- Developing and maintaining positive relationships with donors, volunteers and supporting organizations affiliated with the Community Foundation
- Assisting in the management of all administrative aspects of grant making for the organization and supporting organizations Assisting with the management of scholarship awards and distributions
- Assisting with the recording and processing of gifts
- Processing and data entry for new funds
- Assisting with the coordination of meetings and events for the Community Foundation and its supporting organizations
- Assisting with the implementation of donor engagement and education programs
- Maintaining the donor and grant data bases

#### **OTHER FUNCTIONS AND RESPONSIBILITIES:**

- Participating in staff team, committee, and/or Board meetings as requested
- Other duties as assigned

#### **CHARACTERISTICS AND SKILLS:**

- Collaborative work-style and positive demeanor
- Ability to handle multiple tasks with a high degree of confidentiality
- Proven oral and written communication skills
- Strong time management and planning skills
- Capacity to be flexible and adjust work priorities from time to time as needed
- Appreciation for an energetic work environment
- Ability to exercise sound, thoughtful, and mature judgment in a dynamic environment where new relationships are constantly being developed

- Managing projects independently, using proactive communication on status of projects, and being strategic and effective in bringing other team members into projects at appropriate points
- Attention to detail
- Ability to develop and maintain a proficient knowledge and use of the Foundation operating system

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in a relevant field or equivalent work experience
- Strong Computer skills including MS Office

**PREFERRED QUALIFICATIONS:**

- Experience with non-profit organizations
- Familiarity with the Mahoning Valley

**COMPENSATION:** The salary range for this position is \$35,000-\$40,000. In addition, the Community Foundation offers a generous benefits package.

**HOW TO APPLY:** Application review will begin immediately and continue until the position is filled.

Submit your cover letter, resume and three professional references electronically to [ckrell@cfmv.org](mailto:ckrell@cfmv.org). Walk-ins and phone calls will not be accepted.

*The Community Foundation of the Mahoning Valley is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*