

Triangle Community Foundation

Donor Services Officer

Triangle Community Foundation inspires and mobilizes giving, leadership, and action. By working together with donors and nonprofits to address critical community issues, we envision a vibrant Triangle that ensures everyone thrives. Since 1983, the Foundation has been committed to this work, and with the help of our generous family of donors, each year we grant over \$25 million back into the community to make a difference.

The **Donor Services Officer** provides general stewardship to donor-advised fundholders in the areas of donor services, grantmaking, and general engagement. The Donor Services Officer contributes substantially to the Foundation's philanthropic mission and thus to the overall quality of life in the Triangle region.

KEY RESPONSIBILITIES

1. Donor Services

- Offers excellent services, resources, and communication to donor-advised fundholders, ensuring they are achieving their philanthropic objectives through targeted grantmaking and asset management
- Proactively manages portfolio of up to 200 individual donors, and works collaboratively with other members of the Donor Development team to assign donors based on interests, relationships, and potential for key partner donor engagement

2. Grants Management

- Works with Grants Administrator and Donor Services team to ensure that weekly donor-advised grant requests are processed in an accurate and timely manner
- Oversees maintenance of fund activity on an ongoing basis (grant tracking and reporting)
- Consistently highlights the Foundation's focus areas as funding opportunities and ensures that other staff-suggested grants to nonprofit partners are shared with fundholders
- Works with Senior Donor Engagement Officer to serve as back-up liaison for special grantmaking committees as defined by key donor-advised and corporate-advised funds

3. General Engagement

- Works with Community Engagement team to ensure that the Foundation provides donors with appropriate opportunities for events and special gatherings which educate donors on community issues and how they can get involved to address and support those issues
- Connects fundholders to Foundation grantees and other nonprofit partners through the arrangement of site visits for the evaluation of grantmaking impact and fund alignment

POSITION REQUIREMENTS

- Commitment to the Foundation's goals and mission
- Three years of experience in development, donor relations or grantmaking
- College degree – Bachelor's degree preferred
- Excellent interpersonal skills, including the ability and willingness to work closely with other colleagues as a team
- Direct experience and comfort in working with individuals of wealth
- Strong service mentality
- Experience in conducting special events
- Excellent writing skills and experience in writing in a variety of styles and for a variety of audiences, including press releases and public relations materials
- Experience in administering programs
- Strong organizational skills and ability to organize work to meet deadlines and accomplish a variety of long- and short-term goals
- Strong commitment to professionalism in his/her work
- Flexibility; able to adjust activities and priorities and take on new responsibilities
- Dependability
- Excellent judgment and ability to think independently

COMPENSATION AND BENEFITS

Triangle Community Foundation offers excellent benefits and salary commensurate with experience. Benefits include health and dental insurance, retirement contributions, holidays, vacation and sick leave. The Foundation is an equal opportunity employer.

HOW TO APPLY

Qualified applicants should email a cover letter and resume to Anne Wolf, HR Associate at anne@trianglecf.org with "Donor Services Officer" in the subject line. No phone calls please.

Application deadline is Friday, February 2, 2018.