



POSITION: Donor Engagement Officer

DEPARTMENT: Philanthropic Engagement – Donor Engagement

REPORTS TO: Director of Donor Engagement

Overview

The **Donor Engagement Officer** is a full-time exempt position and a member of the Philanthropic Engagement Team of the Triangle Community Foundation. The position reports to the Director of Donor Engagement.

This position provides front-line stewardship to donor-advised (DAF) fundholders, specifically in the areas of donor engagement in Foundation activities, as well as the weekly grantmaking process. This position contributes substantially to the Foundation's philanthropic vision, mission, and values.

Please submit a cover letter and resume no later than Tuesday, October 27th at 5pm.

RESPONSIBILITIES

- **Donor Engagement**
 - Provides excellent service, communication, and Foundation resources, to donor-advised fundholders (DAFs), ensuring they are achieving their philanthropic objectives through targeted grantmaking and fund management
 - Proactively manages portfolio of approximately 100+ DAFs providing philanthropic advisory as well as administrative and logistical support to fundholders
 - Cultivates, stewards, and partners with corporate and committee funds to ensure excellent customer service, reflecting their community impact goals, and utilizing competitive grantmaking applications
 - Works collaboratively with Community Engagement team to match DAFs with appropriate educational opportunities regarding community issues including ways to get involved to address and support those issues
 - Connects donors with similar interests, as well as Foundation's nonprofit



partners through a variety of engagement experiences (e.g., site visits) for the evaluation of grantmaking impact and fund alignment

- Consistently highlights the Foundation's focus areas as funding opportunities and ensures that other staff-suggested grants to nonprofit partners are shared with fundholders
- Strategizes and plans events for Philanthropic Engagement (Development and Donor Engagement)
- Attends bi-weekly Philanthropic Engagement meetings to contribute to larger Philanthropic Engagement strategies and objectives with a willingness to share ideas, skills, and information with peers to maximize department effectiveness
- Maintains current fundholder data and records donor engagement touchpoints in CSuite, the Foundation's Customer Relationship Management software

- **Donor Development**

- Identifies, qualifies, cultivates, and solicits individuals, nonprofits, and community groups among existing fundholders to grow their charitable giving to the Foundation
- Develop and execute strategies for intentional stewardship to involve current donors in Foundation programs and donor-leveraged grantmaking efforts
- Collaborate with the Philanthropic Engagement team and other colleagues to achieve Foundation and Team goals for new assets, planned gifts and grants to nonprofits
- Utilizes moves management for consistent and documented solicitation
- Analyzes and utilizes fundholder data in CRM to identify opportunities for fundholder engagement, stewardship, and cultivation

- **Grants Processing and Analysis**

- Provides weekly grants support during due diligence and grants approval
- Serves as support for grants administration
- Be a thought partner to the Vice President of Philanthropic



Engagement and Director of Donor Engagement to strategically approach and utilize grants analysis and data

- **Other Duties as Assigned**

Qualifications & Attributes

- Commitment to the Foundation's goals, mission, vision, and values
- Two- or Four-year degree preferred
- Three years of experience in development, donor relations or grantmaking
- Excellent interpersonal skills, including the ability and willingness to collaborate with other colleagues as a team
- Willingness to work flexibly within a hybrid work environment and to adjust activities and priorities to take on new responsibilities. In-office collaboration occurs in an open work environment comprised of workstations and huddle rooms
- Ability to travel independently throughout the Triangle (Chatham, Durham, Orange, and Wake counties) to visit fundholders and non-profits as necessary
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Share Point)
- Self-motivated, dependable, and proactive, with the ability to work independently and as part of a team
- Strong proficiency in a customer relationship management (CRM) system
- Strong organizational skills to balance multiple projects and deadlines, including the flexibility to adjust activities and priorities and take on new responsibilities.
- Direct experience and comfort in working with high wealth individuals and populations with different lived experiences.
- Strong customer service mentality communicating professionally through email and over the phone.
- Excellent writing skills and experience in writing in a variety of styles and for a variety of audiences

COMPENSATION AND BENEFITS

- The salary range for this position is \$68,000 - \$73,000.
- Benefits include health insurance (medical, HSA, HRA), dental insurance, retirement plan and contributions, wellness benefit & Employee Assistance Program, professional development opportunities, and generous PTO to support work/life stability.

HOW TO APPLY



To apply, please email cover letter and resumé to jobs@trianglecf.org with “DEO Position” in the subject line. Priority will be given to resúms received by 5pm Tuesday, October 27th.

Applications without a cover letter will not be considered for this position.

Triangle Community Foundation serves Chatham, Durham, Orange, and Wake counties, and is the largest nonprofit funder in our region. By working with dedicated donors and strong nonprofits, we can guide gifts in a strategic way to fill in gaps, reduce inequities, and solve the region’s most pressing challenges. Since 1983, we have envisioned a Triangle that works together so everyone can thrive, and in the last fiscal year, with the help of our generous family of donors, we granted over \$37 million back into the community to make a difference.

For more details about Triangle Community Foundation, visit www.trianglecf.org.

At Triangle Community Foundation, we believe that when people feel respected and included, they can be more creative, innovative, and successful. While we have more work to do to advance equity, inclusion, and belonging, we are investing to move our organization and community forward. The Foundation is an equal opportunity employer and if you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to Larisa Putnam, People Operations Manager at larisa@trianglecf.org.

Employment is contingent upon successful completion of a reference and background check.