



Whidbey Community Foundation

Connecting people who care
to causes that matter

Our mission is to improve the quality of life on Whidbey Island by providing support for the nonprofit sector, assisting donors to build and preserve enduring assets for charitable purposes, and meeting community needs through financial awards

Development & Donor Services Manager

Summary

Position Type: Hourly Non-Exempt

Compensation: Salary range for this position is \$37-\$42/hour. This is a part-time position for 25-30 hours per week (flexible but consistent), with the possibility for growth.

Benefits:

- Monthly health care stipend
- SIMPLE IRA with up to 3% employer match
- Flexible hours, with consistent schedule to be set
- Remote work with occasional in-office meetings
- Paid time off: accrued PTO, sick leave, and paid office closures (12 days)

Application Deadline: Job application posted on July 23, 2024. Applications will be reviewed on a rolling basis. Priority will be given to applications received before August 23, 2024.

The Organization:

Whidbey Community Foundation (WCF) has been connecting donor generosity with solutions to Whidbey Island's pressing issues since 2016. We improve quality of life through nonprofit support, donor asset building, and community awards, managing approximately \$5 million across 35+ funds and awarding over \$2.5 million in grants. For more, visit www.whidbeyfoundation.org.

The Opportunity:

WCF seeks a Development & Donor Services Manager to support growth alongside our Program Associate and reporting to our Executive Director. This new role involves building our donor, fundholder, and partner base and will focus on donor-related tasks, including gift processing, donor requests, grantmaking, and strategy implementation.

Duties and Responsibilities

Development:

- Collaborate with the Executive Director on donor development and fundraising strategies.
- Manage the Annual Appeal and other fundraising campaigns, including volunteer committees.
- With the Executive Director, plan and execute Planned Giving and Endowment campaigns.
- Develop and implement programs to cultivate and maintain relationships with donors and fundholders.
- With the ED, identify, research, and cultivate prospective major gift donors.

- Create systems to manage donor information, track relationships, and integrate new donors.
- Assist donors and their advisors in establishing or adding to funds.
- Build relationships with professional advisors to encourage gifts to the Foundation.
- Plan and execute educational sessions on charitable giving.
- Make presentations to community groups on the benefits of the Foundation.
- Assist in creating philanthropic plans for individuals, families, corporations, and nonprofits.
- Provide technical and educational assistance to nonprofits for endowment funds.
- Coordinate with marketing staff/contractors to develop outreach and engagement strategies.
- Maintain donor and advisor information in databases.
- Produce and report on prospect portfolio metrics.
- Actively participate in local and regional fundraising organizations; represent WCF at public events as needed

Donor Services:

- Ensure exceptional customer service for all Foundation constituents.
- Act as the primary contact for donors and fundholders, guiding them to resources.
- Develop and steward relationships with donors and fundholders.
- Oversee gift processing, tax receipts, and acknowledgment letters with the Program Associate.
- Develop and execute donor education and stewardship events.
- Leverage technology to enhance the donor experience.
- Coordinate donor communications and recognition activities.
- Address donor requests and goals with a solutions-oriented approach.
- Arrange site visits for donor-advised fund advisors as needed.
- Research and refine donor profiles and philanthropic services.
- Process grant recommendation requests from fundholders.
- Produce grant confirmation letters and correspondence.
- Maintain records of donor services and grant follow-up.

General Organizational Support

- Engage in the broader work of the Foundation, to better understand the nonprofit landscape, creating connections between our volunteers, donors, nonprofit partners, and in pursuit of our larger mission.
- Perform other tasks as assigned by the Executive Director.

Qualifications and Experience

Education: Bachelor's degree required. Experience and skills may substitute, if appropriate.

Experience:

- **Development & Philanthropy:** Experience in donor development, including cultivation, stewardship, and managing donor relationships. Experience in working with and dealing with a "high profile" Board and its committees, as well as donors, etc. to nonprofit organizations is a plus.

- **Marketing and Communications:** Experience in developing and implementing marketing strategies to promote fundraising campaigns and donor engagement, including digital marketing and social media.
- **Data Analysis and Reporting:** Experience in using data to drive fundraising strategies, including analyzing donor data, tracking campaign performance, and generating reports for stakeholders.
- **Community Knowledge:** Familiarity with our local and regional communities.
- **JEDI:** Experience in promoting justice, equity, diversity, and inclusion (JEDI) within an organization and/or community.

Skills:

- **Project Management:** Ability to handle multiple projects and meet deadlines.
- **Technical Proficiency:** Advanced skills in Microsoft Office (Excel, Outlook, Word); familiarity with customer relationship management (CRM) databases preferred.
- **Communication:** Excellent written, verbal, and public speaking skills, and professionalism in all interactions.
- **Relationship Building:** Ability to foster productive relationships with diverse individuals.
- **Dependability:** Reliable, self-starting, and a team player.
- **Attention to Detail:** Strong organizational skills and accuracy.
- **Ethics and Judgment:** High ethical standards and confidentiality.
- **Adaptability:** Openness to organizational growth and change.
- **Commitment:** Passion for the Foundation's mission and local community; willingness to work occasional evenings or weekends.

To Apply

Email resume and cover letter to info@whidbeyfoundation.org. In the cover letter, please address the following questions:

- Describe your experience with donor development and stewardship. How have you successfully cultivated and maintained relationships with donors in previous roles?
- Provide an example of a fundraising campaign or event you managed. What strategies did you use to engage donors and volunteers, and what were the outcomes?
- Discuss your commitment to promoting justice, equity, diversity, and inclusion in your professional or volunteer work. How have you integrated these values into your development and donor services efforts?