

The Community Foundation of Shelby County

Job Title: **Donor Relations Director**

Reports to: Executive Director

Position Status: Full-time (35 hours a week), Non-Exempt

Position Summary: The Donor Relations Director is responsible for the development and execution of strategic cultivation activities that contribute to the long-term growth of the Community Foundation.

Primary Duties and Responsibilities:

- The primary focus is to identify and develop relationships with prospective donors.
- Assist donors with establishing and growing a fund, from inspiration to fund agreement stages.
- Maintain strong relationships with fund donors.
- Pursue and cultivate relationships with professional advisors regarding charitable giving and services offered through the foundation to assist them with their clients' giving.
- Maintain an awareness of community happenings, issues and culture.
- Represent the Foundation at community, donor, professional advisor and grantee functions, some of which may be held after normal business hours.

Essential Skills and Experience:

- A Bachelor's degree preferred.
- A minimum of 3 years' experience developing long-term customer/client/donor relationships.
- Ability to communicate effectively at a professional level, both orally and in writing.
- Proven ability to exercise sound judgment and provide excellent customer service to existing and prospective donors, community leaders, professional advisors and representatives from non-profit organizations.
- A willingness to learn about giving vehicles and laws that impact nonprofits and giving.
- Strong interpersonal skills and the ability to interact successfully with individuals having diversity in a variety of areas including age, ethnicity and socio-economic background.
- Maintain regular working hours with some flexibility.
- Proficiency with Microsoft Excel, Word, PowerPoint, Outlook and a willingness to learn industry-specific software.

About the Organization

The Community Foundation of Shelby County is a \$49 million public foundation that currently hosts 230 charitable funds established by local residents and organizations to provide support for favorite causes or charities. Established in 1952, it remains the only community foundation in Shelby County, Ohio and administers funds serving all county communities as well as other communities within our region. We are stewards of donor dollars, protecting and growing

assets and ensuring that the wishes of our donors are carried out while maximizing income, gift and tax benefits.

Our mission is to inspire donor generosity and transform it into meaningful, lasting impact through charitable gifts.

Please submit a resume to Marian Spicer at mspicer@commfoun.com or mail to:

Marian Spicer
Community Foundation of Shelby County
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