Job Title: **Donor and Community Relationship Director**

**Job Summary**
Assists the President & CEO with building long-term relationships with current donors, community members, and community partners of the Jackson Community Foundation (JCF). This includes increasing our assets, both financial and human, within the context of the organization’s vision, mission, and values by reaching out and authentically engaging diverse community members, groups, donors, and fund representatives. It also includes assisting in addressing queries and implementing the annual asset development plan for donor development and retention strategies.

**Reports To**
President & CEO

**Exempt/Non-Exempt**
Non-Exempt hourly position, up to 36 hours per week.

**Pay Range**
The hourly wage is $24 - $28, commensurate with donor and community relationship-building experience, especially within a community foundation or other foundation.

**Workplace Values**
The staff of the JCF pledge to uphold our guiding values as we work to fulfill the mission of our organization. We are committed to acting with **integrity and transparency** with one another and all those in our community. We strive for a **diverse and inclusive** team that allows all voices to be honored. We understand the importance of viewing all our work through an **equity** lens and will consider other perspectives and lived experiences as we work together. We value the impact of **collaboration and partnerships**, knowing that working together as a team improves our decision-making and ultimately our community. We will strive to live these values while also each bringing a good **sense of humor** and giving each other **grace** when needed.

**Education**
Bachelor’s degree preferred

**Experience & Knowledge**
A successful candidate for this position will possess these skills and qualifications:
- Must thrive on meeting new people, making contacts with prospects, and building and maintaining long-term community and donor relationships that support our vision, mission, and values
- 3-5 years of relevant professional experience
- High level of personal and professional integrity and ethics
• Outstanding written and verbal communication skills and the ability to present effectively to audiences small and large
• Able to build and maintain healthy and respectful relationships with donors, professional advisors, volunteers, other staff members, and the community-at-large
• Able to maintain a high level of confidentiality
• Able to work independently, an initiative-taker with exceptional work ethic
• Able to work cooperatively in a team atmosphere
• Adept technology skills, including proficiency with all aspects of MS Office
• Understands the role of philanthropy in the community and exhibits a passion for making the community a better place to live, work, and play
• Outstanding organizational skills and diligence
• Professional and cheerful outlook, friendly, energetic, and optimistic

Skills, Abilities & Duties

Works with the President & CEO to:
• Expand and manage the Foundation’s relationships with donors, professional advisors, affiliates, community leaders, and key non-profit agencies throughout the region served by JCF with the goal of increasing the foundations philanthropic and human assets by linking people with the charitable needs and programs that matter most to them as well as with key community and regional priorities
• Plan and implement short and long-term asset development plans to develop new funds, as well as unrestricted, designated, and planned gifts
• Develop case statements for major gift proposals
• Maintain and build healthy relationships with current and prospective donors and fund representatives as the primary point of contact for all development, donor cultivation, and stewardship functions
• Represent JCF as a resource to the community on charitable giving and to develop and maintain positive relationships with local professional advisors, and participates in the Jackson Area Estate Planning Council (JAEPC)
• Lead the ongoing development and implementation of JCF Carter Wickwire Legacy Society and all related tasks and projects
• Identify and cultivate community leadership opportunities for partnerships with individuals, nonprofits, grassroots organizations, community groups, other foundations, service clubs, and businesses

Works with Finance Director to:
• Communicate with donors and fund representatives when spendable amounts are available and help them build plans to grant dollars out each year

Works with Marketing and Communications Director to:
• Develop and implement JCF stewardship activities including celebrations, gatherings, other special events and communications
Works with the Program Director to:
- Maintain a broad understanding of the needs of Jackson County, the nonprofits working directly with our community members, and use this knowledge in relationship-building and development efforts
- Communicate with scholarship donors regarding updating scholarship description, eligibility criteria, award amounts, available spendable, etc.
- Communicate with Donor Advised Fund donors about opportunities to align grantmaking with competitive grant rounds, the Youth Advisory Committee grantmaking, and/or other community initiatives or emergencies

Works with the Executive Assistant and Office Manager to:
- Steward new donor and fund processes to ensure all documentation, records and processes are complete and verified in the permanent record and CRM database

General
- Provide administrative support to all staff with office tasks, including but not limited to, answering the phones, event planning, fundraising, annual report, grant making, and scholarship process
- Actively engage in maintaining akoyaGO, the JCF database system. This includes keeping records current, accurate and preparing reports
- Abide by all regulations, policies, work practices, and instructions
- Participate in ongoing training and education
- Perform other duties as assigned

Confidentiality and Conflict of Interest
The information available to employees is often of a sensitive nature, particularly as it relates to the wishes of donors and the evaluation of grant requests, etc. All employees are expected to use sound judgment in this regard, making sure that sensitive information is kept confidential. Foundation employees have the responsibility of administering the affairs of JCF honestly and prudently, and exercising their best care, skill, and judgment for the sole benefit of JCF. Employees must use the resources, property, and funds under their control judiciously. They must exercise sound ethics and good faith in all Foundation transactions and must not use their positions or the knowledge gained from their position for personal benefit.

Working Conditions
Work in a standard office environment with regulated temperature controls. Travel throughout the community for meetings and community events. The noise level in the work environment is usually quiet to moderate.

Physical Demands
Physically capable of sitting, standing, walking, stooping, bending, and lifting up to 25 pounds.

__________________________________________  ______________
Signature  Date