



**Donor Stewardship Officer (Part-time)**

**Reports To:** Executive Director

**Hours of Work:** TBD

**Work Week:** 20-25 hrs.

**Hourly:** Commensurate with Experience

**Primary Purpose:** The Stewardship Officer's primary purpose is to nurture fundholder and donor relationships by ensuring excellent customer service and coordinating services that ensure they receive a personal approach to philanthropy. Works closely with staff to create and implement strategies that ensure fundholders' and donors' philanthropic objectives are met, their knowledge of the community is broadened and their relationship with the Community Foundation of Dunn County is strong.

**Major Responsibilities:**

- Ensures that fundholders and donors feel appreciated, that all their questions are answered; ensures that their charitable objectives are met through timely and accurate service.
- Develops and implements an annual plan with strategies for working with fund advisors, fundholders, and donors through combination of events, forums, and site visits that inform them about the work of the Foundation.
- Work with other staff to develop and implement opportunities for fundholders and donors to enhance their awareness of community needs, promote collaborative grantmaking, and provide grant opportunities that meet their charitable objectives.
- Works with the Executive Director as needed to meet with potential and new fundholders; welcomes new fundholders to the Foundation and initiate necessary paperwork.

- Communicates regularly with fundholders regarding grant opportunities, community needs and Foundation initiatives.
- Represents the Foundation on external committees, panels, community events etc., as requested.
- Help facilitate donor advised fund grant recommendations as needed.
- Enters up to date and accurate donor and fund information into Community Pearl (Foundation Information Management System).

### **Education & Experience**

- Education equivalent to a bachelor's degree in the human services field or equivalent experience.
- 3-5 years or more experience within a nonprofit agency.
- Demonstrated proficiency using Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint, as well as Adobe Acrobat. Must be proficient working in Excel for producing a variety of reports.
- Experience working with a relational database a plus.
- Desire to utilize and adapt best practices for various technology applications.

### **Qualifications/Skill Sets:**

- Commitment to service and the mission and vision of the Foundation.
- Outstanding written and oral communication skills; ability to analyze, to think critically and to explain alternatives clearly.
- Must be self-motivated and able to work independently. Must be able to maintain confidentiality.
- Knowledge of community issues/needs in the Dunn County area.
- Experience in working with boards and committees in nonprofit organizations.

### **Work Environment/ Physical Demands:**

Work is generally performed in an office environment and routinely requires employees to perform the following while carrying out the essential functions of this job:

- Use standard office equipment (computer, phone, printer/photocopier, etc.)

- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Drive occasionally to offsite businesses for events, meetings, etc.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Application Procedure:

To apply, please email the following documents to Georgina Tegart, Executive Director at [gtegart@cfdunncounty.org](mailto:gtegart@cfdunncounty.org) in pdf format.

- Cover Letter
- Resume/Curriculum Vitae
- The names, addresses, telephone numbers and email addresses of three (3) professional references

Resumes will be reviewed immediately but the position will remain open until filled.

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The Community Foundation is an equal opportunity employer. We support a flexible working culture based on respect and trust. We are a committed team serving an impactful mission to help make Dunn County a better place to live work and play. If you are looking to make a difference and have a career with meaning, please apply to join us!