



Position Title: Part-Time Philanthropy Officer

Organization: Community Foundation of Dunn County

Location: Menomonie, WI

Reports To: Executive Director

Schedule: 20 hours/week

Compensation: Commensurate with experience

Position Summary:

The Philanthropy Officer is responsible for building meaningful relationships with current and prospective donors to grow the Foundation's philanthropic resources. This half-time position focuses on securing major gifts (\$10,000 or more) and guiding individuals, couples, families, and businesses in the creation of new charitable funds. This role requires excellent interpersonal and communication skills, a donor-centered mindset, and a passion for advancing community philanthropy.

Key Responsibilities:

Major Gifts & Fund Development

- Cultivate and solicit major gifts (\$10,000+) from individuals, couples, and businesses.
- Guide prospective donors through establishing donor advised funds, scholarships, and other fund types.
- Manage a portfolio of prospects with personalized cultivation and stewardship strategies.

Donor Engagement & Stewardship

- Facilitate meaningful donor interactions through meetings, events, and site visits.
- Track donor information and interactions in the Foundation's CRM (Foundant).
- Provide impact reporting and thoughtful stewardship to fundholders.

Outreach & Communications

- Represent the Foundation at community events, networking opportunities, and donor engagements.
 - Collaborate on fundraising campaigns and donor recognition.
 - Contribute to the development of donor-facing materials and messaging.
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Qualifications:

- Minimum 3 years of experience in fundraising, donor relations, or nonprofit development.
 - Strong communication and relationship-building skills.
 - Experience with major gift solicitation and donor engagement.
 - Knowledge of donor advised funds and community foundations preferred.
 - Highly organized, self-motivated, and team-oriented.
 - Proficiency in Microsoft Office and experience with donor databases
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Application Process:

To apply, please send a cover letter, resume, and three professional references to:

Georgina Tegart, Executive Director

gtegart@cfdundncounty.org

Applications will be reviewed on a rolling basis until the position is filled.

The Community Foundation of Dunn County is an equal opportunity employer.