



Position Description

Job title: Development Assistant
Reports to: CEO
Status: Salaried, full-time (salary range \$35,000-45,000)

Organizational Overview

The CFOC was established in 1989 by a group of community leaders who envisioned a bright future for Oceana County and established the Foundation as a vehicle to connect philanthropy with community needs and opportunities. Over the past several years, the CFOC has experienced an exciting period of rapid growth and is continuing to serve the county through innovative partnerships with donors and organizations/businesses/communities. Today, the CFOC manages more than 180 funds with total assets exceeding \$18 million, and awards grants and scholarships totaling more than \$900,000 annually. The Foundation's contemporary office is located in the West Michigan harbor town of Pentwater, with a second-floor view of downtown and the lake. CFOC is one of 65 community foundations in Michigan and is a member of the Council of Michigan Foundations. The Foundation envisions an Oceana where everyone has access to resources to thrive.

Position Overview

The Development Assistant will assist the organization in cultivating and expanding relationships with donors, nonprofit organizations, and community partners. This includes serving as a liaison for donors and fund representatives and providing support services to ensure a personalized and timely approach to donor services. In addition, ensure a high level of fund holder satisfaction and continued growth of existing funds. Be a thought partner for continuous improvement and efficient operations for the organization. Position will include some technology/software leadership responsibilities (Community Akoya integrated software, Microsoft Office 365 suite).

Stewardship and Cultivation

- Assist the CEO and Development Committee in the execution of the strategic plan objectives towards leading a successful and integrated stewardship/donor relations program.
- Develop and maintain relationships with new and current fund representatives through phone calls, written correspondence, and personal contact.
- Assure a smooth transition for new donors from fund creation to ongoing donor relations. Develop and implement strategies to assist donors and enhance donor experience, ensuring donor acquisition and retention.

- Collaborate with staff to identify opportunities to expand the Foundation's impact in Oceana and to enhance donor involvement and attract new donors.
- Work closely with staff to provide high-impact stewardship through events and appropriate correspondence with donors and fund representatives to enhance donor retention and future support.
- Work with staff in preparation and coordination of timely written and electronic communications in support of donor relations and planned giving activities.
- Identify and facilitate recognition opportunities for donors. Develop strategies to market and heighten awareness of giving and recognition opportunities.
- Analyze giving trends within organization and philanthropic sector.
- Track donor relations and stewardship activities in database to strengthen relationships and increase the likelihood of continued contributions.

Fund Administration

- Prepare fund agreements with the assistance of CEO.
- Assist with donor services by processing new fund agreements and maintaining fund folders and files as well as monitoring existing funds.
- Respond to inquiries and follow up on requests from donors and fund representatives.
- Ensure accurate records for all contacts with donors, prospects, and fund representatives.
- Assist other staff with fund and grant distribution requests, as needed.
- Assist with the distribution of quarterly fund statements.

Administrative

- Provide general administrative support to CEO.
- Assist with processing gifts and acknowledgements.
- Support the work of the Finance & Investment, PR & Development Committees.
- Create mailing/event lists as needed.
- Prepare routine reports to support organization data tracking needs.
- In collaboration with other staff, assist with soliciting gifts for funds.
- Provide excellent customer service that anticipates and exceeds the needs of all donors, fund representatives, and community members.
- Attend community, grantee, and donor functions as Foundation representative, as needed.

Data Entry and Information Management Systems

- Manage and enhance online resources available and provide technical assistance to fund representatives.
- Maintain donor recordkeeping and filing systems for organization.
- Lead data entry in the Foundation database following established procedures and practices that ensure the accuracy and integrity of data input and output.

- Lead database utilization for organization, working with service provider to enhance use of integrated database, participate in professional development opportunities to expand knowledge, and coordinate staff IT training.
- Keep current regarding trends and developments in community foundation administration, as well as, software applications through reading of professional literature and attendance at appropriate seminars, conferences, and workshops.

Knowledge, Skills, and Abilities Required

- Completion of a bachelor's degree in related field, such as business or nonprofit management, or equivalent experience in an administrative role with the ability to work independently, prioritize, plan and produce work in a timely manner.
- Experience and knowledge of the nonprofit sector or Foundations. Experience with fundraising and grant making processes a plus.
- Experience with planning organization/community events.
- Attention to detail with high degree of accuracy.
- Strong customer service skills with the ability to establish and maintain respectful and inclusive relationships with diverse group of donor, nonprofit and community partners.
- Ability to exercise sound judgement in a variety of situations through critical thinking and analytical skills.
- Moderate to advanced knowledge of the Microsoft Office Suite.
- Moderate to advanced experience with technology, database and data entry.
- Ability to handle confidential information in a professional manner.

How to Apply

Skip the traditional cover letter! Instead, respond to all three of these prompts.

- 1) What's interesting to you about this position? How does the position fit into your career goals?
- 2) Describe an instance where you had to learn a skill or tactic in order to do a good job on a project. What was the challenge? How did you figure it out?
- 3) Tell us about how you are a people person.

Interested applicants should email a cover letter and resume (no phone calls) to tammy@oceanafoundation.org. Applications will be accepted until August 8, 2022, or until the position is filled.