

Be The One



**COMMUNITY FOUNDATION OF SARASOTA COUNTY
JOB PROFILE: Coordinator, Philanthropy**

Date: 12/30/2021

Reports to: Vice President, Philanthropy

FLSA Status: Exempt **X** Non-Exempt

Purpose:

This position is responsible for providing administrative functions supporting the Philanthropy Team. Responsibilities may include, but are not limited to: maintaining a tracking system for prospect, donor and professional advisor outreach; working with the Manager, Events to ensure successful events; working with donors to secure appointments with members of the Philanthropy Team; conducts donor research; provides stewardship to donors through meals, gifts, and recognition of milestones; supports all members of the Philanthropy Team.

Essential Functions:

1. Provides service to Philanthropy Team with drafting, proofing, editing, formatting, preparing, finalizing, and mailing (electronic and hard copy) correspondence to prospects and donors.
2. Provides Philanthropy Team with donor and donor prospect research.
3. Provides event support including coordinating volunteer efforts, registration, and coordination with the Manager Events to assure smooth operation of the events, and performs other duties as necessary.
4. Assists in securing appointments and scheduling meetings.
5. Orders meals and flowers, sends birthday cards and gifts to donors.
6. Extends phone call and email invitations on behalf of the Community Foundation to donors and prospects to join staff at various social events
7. Serves as back up for gift processing and acknowledgement letters.
8. Provide assistance as backup receptionist, as needed.

Expected Outputs:

1. Excellent donor customer service by phone, mail, email and in person.
2. Detailed, accurate information provided in FIMS and other reports as appropriate.
3. Reports, tracking, calendars accurate and up-to-date, and other support provided for all members of the Philanthropy Team.
4. Create, update & maintain Philanthropy Team procedures.
5. Accurate, timely data entry.

Position Qualifications:

1. Minimum of 3-5 years of administrative support and customer service experience.
2. Non-profit or foundation experience a plus.
3. Excellent written and verbal communication.
4. Strong organizational and problem-solving skills.
5. Ability to collaborate and work well in cross-functional teams.
6. Project management skills, and attention to detail.

Technology Qualifications:

1. Proficient with Microsoft Office Suite, moderate to advanced skills in Word, Outlook, EXCEL, PowerPoint and Microsoft Teams
2. FIMS software knowledge or other comparable software. Ability to become proficient with FIMS software within 90 days of hire.
3. Ability to self-support for basic computer and network problems.

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker

Goal Oriented

Gets the job done within deadlines

Self-Motivated

Takes Ownership

Accountable

Maintains required technical skills

Calm under stress

Respect

Respect for the importance of everyone

Empathetic Listener

Ask and listen

Provides excellent customer service, both internal & external

Demonstrates qualities of a Servant Leader

Under promises and over delivers
Authentic, honest, genuine

Inspirational

Curious about new information
Creative, independent thinker
Problem solver – thinks outside the box
Continuous Learner

Dedicated Team Player

Works well across disciplines
Adaptable to change
Listens to others ideas
Accepts different assignments

Enthusiastic

Excited about the CFSC mission
Optimistic, positive attitude