



## **Position Announcement**

### **Donor Services & Communications Manager**

#### About The Community Foundation

The Community Foundation San Luis Obispo County is a grant making and endowment-based charitable foundation serving San Luis Obispo County, California. Founded in 1998, the Foundation has assets of \$60 million and has awarded over \$30 million in grants and scholarships through its various grants and scholarships programs. Our mission: The Community Foundation makes a difference through philanthropic leadership.

#### Donor Services & Communications Manager Position Summary

This newly created position offers a unique opportunity for a philanthropic professional -- the opportunity to make a direct impact on an organization that partners with generous individuals, families, foundations and businesses to fulfill their philanthropic and financial objectives while supporting the causes they care about most.

Reporting directly to the CEO, this position is responsible for developing and executing strategies to cultivate donors and build strong relationships with professional advisors and their clients, including planned giving, facilitating donor generosity, and new fund creation. In addition, this position oversees all communications for the Foundation, including print, electronic and social media communication to donors, professional advisors, and all friends of the Foundation.

As well as being a strong administrator, this position brings a proven knowledge of donor relations, planned giving, development and communications to the Foundation. This position is an important member of the Foundation's management team and is expected to assist the CEO by being a strategic partner in moving the Foundation forward.

#### Core Responsibilities – Donor Services

- Plan and implement Donor Services program to steward current donors and cultivate prospects for current and deferred gifts.

- Communicate a positive image of the Foundation that builds confidence and trust with stakeholders and the public. Works to build and maintain support for the organization at the highest levels through collaborative partnerships and visible leadership.
- Manage the Foundation's relationships with professional advisors (CPAs, estate and financial planners, trusts and estate attorneys) and the Professional Advisors Committee.
- Serve as the key contact for establishing new Donor Advised Funds and with current donor advisors seeking to grow their fund. Manage the Foundation's Donor Advised Fund program, planning and implementing strategies to enhance fund holder services, developing and maintaining comprehensive and accurate information regarding donor advisor history, interests and preferences, and overseeing due diligence on donor advised grants to ensure legal compliance and proper approval.
- Oversee the Foundation's planned giving program. Develop a deep understanding of planned giving instruments, including but not limited to bequests, charitable remainder trusts and charitable gift annuities. Work closely with the CEO and Director of Finance & Administration on complex gift transactions, including gifts of real estate, life insurance and private stock transfers.
- Serve as liaison with grants staff to recommend grant and co-funding opportunities that support donors' philanthropic interests.
- Other duties as assigned.

#### Core Responsibilities - Communications

- Supervise the Communications Associate in developing materials and messages that effectively communicate the goals of the Foundation, including new or updated marketing materials, invitations, annual report, website, social media.
- Plan and implement/manage the Foundation's annual communication and marketing plan.

#### Qualifications

- Bachelor's degree required, advanced degree preferred
- 5+ years of experience in non-profit development and communications
- Demonstrated ability to work effectively and successfully in a team environment with excellent interpersonal skills
- Excellent writing and computer skills
- Experience with database management
- Experience with social media communications
- Experience working within a leadership team and with a Board of Directors
- Strong organizational, planning and analytical skills
- Excellent verbal/public speaking skills
- Excellent listening skills and emotional intelligence
- Customer service orientation
- Ability to handle confidential information in accordance with Foundation policy

### Compensation

This position is full time. The Foundation offers a comprehensive salary and benefits package. Salary is commensurate with experience.

### How to apply

To apply, please send resume with cover letter, including desired salary, directly to [donna@cfsloco.org](mailto:donna@cfsloco.org). All inquiries will be held in strict confidence. Please indicate “Donor Services & Communications Manager” and your name in the subject line.

The Community Foundation San Luis Obispo County is an equal opportunity employer.