

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

Donor Relations Coordinator

In this role, the Donor Relations Coordinator will support and embody an EPIC mindset to support the Philanthropy department in meeting its goals by maintaining and expanding donor and volunteer relationships, maintaining an accurate donor database, and gift acknowledgments; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done - empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *“We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”*

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the direction of the Vice President of Philanthropy, the Donor Relations position will help maintain donor, volunteer and donor relationships by accurately updating the donor database, processing and acknowledging gifts as well as coordinating volunteers and corporate volunteer groups.

ROLES AND RESPONSIBILITIES

- Maintain donor relationship management database, including updating donor records, compiling biographical information, data entry, and pulling reports/queries.
- Process incoming gifts and ensure that gifts are accurately recorded and thanked.
- Assist with individual donor stewardship including acknowledgement letters, thank you cards, donor appreciation gifts, and other communications via phone and email.
- Assist with managing multiple external partners and facilitating the completion of project deliverables
- Coordinate logistics for fundraising events, such as local house parties, donor cultivation events, and annual fundraisers.
- Develop and execute recruitment strategies and plans with corporate and business volunteer groups to ultimately build a pipeline of volunteers and strategic partners.
- Maintain VolunteerHub and corporate volunteer sign ups to the agency.
- Cultivate relationships with current and prospective volunteer groups to encourage a flow of donations in order to maintain and expand CAP OC programs.
- Oversee Giving Campaigns such as Adopt-a-Family and Backpacks4Success.
- Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Developing and Maintaining Professional Relationships
- Organizational Skills
- Keen Business Acumen
- Communication Proficiency
- Planning and Project Management
- Driving Results

IDEAL CANDIDATE MUST BE

- Creative/Innovative: Develop new and unique ways to recruit volunteers and obtain corporate/business donations.
- Relationship Builder: Develop strategic, proactive relationships with potential corporate and business sponsors and partners, and other supporters of the philanthropic community.
- Communicative: Possess dynamic public speaking skills as well as effective individual communication skills person-to-person, and by phone and with high level executives.

- Mission Focused: Embrace and articulate the mission, values and aspirations of CAP OC.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.

EDUCATION AND EXPERIENCE

Bachelor's Degree required with a minimum of 2 years non-profit volunteer oversight, fundraising experience and community outreach experience. Familiarity with software systems RE NXT and/or Raisers Edge and Volunteer Hub preferred.

TRAVEL

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is required throughout Orange County, and occasionally to other areas as needed, during the business day using the incumbent's personal vehicle. Possible travel during evening hours, possible out-of-the-area and overnight travel may be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, and prolong computer work. The employee must regularly lift and/or move objects up to twenty (20) pounds. Employee may be called upon to work outdoors in varying temperatures and weather conditions.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective

employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

