



## Flourish with us!

We're hiring a **Part-Time Donor Services Coordinator** to join our team of dedicated professionals with a passion for philanthropy, advancing well-being for all and creating vibrant communities in the Fox Valley region of Wisconsin where together, everyone flourishes.

### OUR MISSION

*Strengthening our community for current and future generations  
by helping people make a difference in the lives of all.*

We fulfill our mission by creating legacies of giving through the management of charitable funds created by generous individuals, families, and organizations. These funds generate grant dollars that are awarded to nonprofit organizations addressing ever changing community needs, primarily in Calumet, Outagamie, Shawano, Waupaca, and the Neenah/Menasha area of Winnebago counties and beyond.

The Community Foundation's history and growth reflects the caring, generous spirit of our region. Since our inception 35 years ago that started with \$5,000 and the vision of our founder, Walter L. Rugland, grants to nonprofit organizations from the charitable funds with the Foundation now total \$545 million. We've grown to become the second largest certified community foundation in Wisconsin and among the top 10% nationwide. To learn more about the Community Foundation visit our [website](#).

### OUR VALUES

Responsibilities and expectations of this and all positions with the Community Foundation align with these core values, which are woven into our new strategic vision, activities of our TLC (Teaming, Learning, Culture) Committee and everything we do in service of our mission:

- **Respect** – We treat each person and organization with dignity and esteem and as a partner in our shared goal to improve individual and community well-being.
- **Integrity** – We steward resources responsibly, making thoughtful and transparent decisions, and keep our promises and commitments.
- **Teamwork** – We engage in fulfilling our mission together in a culture of abundance where our skills, talents and other resources foster the outcomes none of us could produce alone.
- **Stewardship** – We show gratitude for the gifts and trust we are given, fulfilling our commitments with humble care and service.
- **Diversity, Equity, Inclusion and Antiracism** – We foster a culture where all are valued, feel they belong and can contribute to our mission. We invite diverse participation in our work, remove barriers to opportunity, and strive toward fair and inclusive access to resources and the opportunity for all the Fox Valley region's people and communities to achieve their full potential.

### AN OVERVIEW OF THE JOB

Put your Coordinator skills to work in a team environment while supporting and strengthening your community!

The Part-Time Donor Services Coordinator will support the Donor Services Managers by assisting with coordination, documentation and workflow of fund management, grant cycles, supporting organizations, geographic affiliate foundations and committees. Including, but not limited to, fund documentation, online grant applications, constituent records and grant



reports. Also, provide planning and coordination to support the donor services work with prospective donors, fund contacts, donor recommended granting and receiving gifts.

### **REQUIREMENTS NEEDED**

- Must have a minimum of three years of combined experience with project coordination, nonprofit development, database management, administrative support experience or a related field is required.
- Exceptional customer service skills.
- Proficient use of Office 365, including Word, Excel, Outlook, PowerPoint, and Teams, and virtual meeting platforms such as Zoom.
- Strong oral and written communication skills.
- Proficient with project coordination.
- Manage multiple, and often changing, daily tasks and priorities in a fast-paced team environment.
- Ability to engage and interact with internal teams to resolve issues timely and accurately.
- Effective time management to handle multiple concurrent projects and deadlines.
- Continuous improvement skills to make processes more efficient.
- Excellent organizational skills and attention to detail.
- Able to handle sensitive and confidential information and maintain a high level of confidentiality.
- Experience working with a CRM software systems and relational databases, such as Blackbaud or Foundant. Raiser's Edge, Financial Edge, and GrantEdge experience a plus.
- Preferred experience working in a hybrid virtual/in office work environment.

Our team is currently working in a flexible, hybrid work approach at our newly expanded and renovated office at 4455 W. Lawrence St. Appleton, WI, and remotely during the Covid-19 pandemic.

We offer a competitive pay rate commensurate with experience, flexible work schedule and generous benefits including paid time off and volunteer hours, multiple types of insurance, 401(k), Employee Assistance Program, professional development, YMCA membership contribution. A start date no later than early February is preferred.

### **HOW TO APPLY**

Submit your resume and cover letter to [careers@cffoxvalley.org](mailto:careers@cffoxvalley.org). **Please use the following email subject line: Part-Time Donor Services Coordinator.**