



POSITION ANNOUNCEMENT

Charitable Giving Coordinator

COMMUNITY FOUNDATION OF GREATER DES MOINES

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

PURPOSE OF POSITION

The Charitable Giving Coordinator provides support to enhance the function and success of the Charitable Giving and Affiliate Teams. The Charitable Giving Coordinator ensures current and prospective fund holders receive a personal approach to philanthropy through outstanding customer service. This position works closely with staff on the Charitable Giving and Affiliate Teams to implement strategies to ensure donors' philanthropic objectives are met, their knowledge of the community is broadened and their relationship with the Community Foundation is strong. The Charitable Giving Coordinator is responsible for providing support to prospective donors, current fund holders, and Community Foundation staff related to fund administration, ensuring data integrity, generating donor impact reports, managing electronic files and data management systems.

CORE COMPETENCIES

Dependability | Adaptability/Flexibility | Customer Focus | Attention to Detail | Discernment

QUALIFICATIONS

Excellent analytical and organizational skills; mature judgment and critical thinking ability; innovative problem solver; proven ability to manage multiple projects and tasks simultaneously, set priorities, handle numerous responsibilities, and work both independently and in a team environment. Excellent interpersonal and customer service skills, adaptable attitude, self-starter, creative, require little regular supervision. Able to interface well with a variety of people and effectively present information to customers, clients, volunteers and other employees of the organization. Ability to apply common sense understanding to carry out as well as develop instructions; excellent writing, proofreading and communication skills. Strong computer, database management and internet research skills.

EDUCATION AND EXPERIENCE

Bachelor's degree preferred. Related project management experience preferred. Equivalent combination of education and experience will be considered. Prior data/project management experience desired with knowledge of databases and Microsoft Excel; prior fundraising experience and community knowledge strongly preferred.

SALARY

The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

APPLICATION PROCESS

Interested applicants should submit their resume, cover letter, salary requirements and three references [via this form](#). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.