



## **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 Team. The Charitable Giving Coordinator ensures current and prospective fund holders receive a personal approach to philanthropy through outstanding customer service. This position is responsible for providing support to current and prospective fund holders and Community Foundation staff related to fund administration. The Charitable Giving Coordinator is an integral part of Charitable Giving customer service and overall experience.

#### **CORE COMPETENCIES**

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

#### **QUALIFICATIONS**

Excellent customer service skills; ability to maintain confidentiality and handle sensitive information; and develop an understanding of the charitable giving process. Proven ability to manage multiple projects and tasks simultaneously, set priorities and work both independently and in a team environment. Adaptable attitude, attention to detail, organized self-starter, and creative. Able to interface well with a variety of people. Strong computer, database management and internet research skills.

#### **EDUCATION AND EXPERIENCE**

Associate's degree from a two-year college or business school preferred. Three to five years related administrative assistant or customer service experience or equivalent combination of education and experience will be considered. Prior data processing and project management experience desired, with knowledge of customer relationship management databases and Microsoft Excel. Prior donor relations experience and community knowledge are 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 to Kristine Kline at [kline@desmoinesfoundation.org](mailto:kline@desmoinesfoundation.org). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.

Don't meet every single requirement? At the Community Foundation we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate.

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.