



POSITION ANNOUNCEMENT

Affiliate Relations Associate

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 Affiliate Relations Associate works to promote charitable giving throughout the Community Foundation's Affiliate program. This position ensures affiliate community foundations are well-positioned to reach their county-wide goals by providing proactive coaching, training and responsive service to best meet their individualized needs. This position works to create and implement strategies that ensure donors within the affiliate community foundation network's philanthropic objectives are met, their knowledge of their community is broadened and their relationship with their Community Foundation affiliate is strong. The position works to build strong affiliate advisory boards comprised of local leaders to ensure the promotion of charitable giving to impact community needs and opportunities; and develops relationships with key community partners, throughout the affiliate network. The accurate management of iPhi data and reporting related to affiliate documentation is an important part of this position. The Affiliate Relations Associate is an integral part of the Affiliate program customer service and overall experience. Under the direction of the Vice President of Affiliates, the Affiliate Relations Associate works closely with the Community Impact Team on affiliate scholarship funds, ensuring proper procedures are followed via IRS guidelines.

CORE COMPETENCIES

Adaptability/Flexibility | Customer Focus | Relationship Building | Attention to Detail/Accuracy | Project Management

QUALIFICATIONS

Mature judgment; excellent interpersonal and customer service skills; commitment to collaboration and team work; proven ability to motivate and inspire people; high integrity; approachable; creative problem solver; critical thinker; experience working with volunteers, committees, boards and donors; well-organized self-starter; resourceful; motivated; excellent oral and written communications skills; ability to multi-task; strong computer and internet research skills. Approximately 30% of the time is spent traveling in-state; must have the ability to attend evening meetings.

Effective 5/12/26

EDUCATION AND EXPERIENCE

A bachelor's degree is preferred or at least 3 years of a successful track record of project management, customer relations or program management is required. An equivalent combination of education and experience will be considered. Prior fundraising experience, board development, and leading growth strategies for clients or donors are desired. Must have strong organizational skills, the ability to manage competing priorities, and the ability to work both independently and in a team environment. Excellent computer skills including Microsoft Office. Previous experience with a customer relationship management database is preferred. Proven ability to interact comfortably with a broad spectrum of donors, community leaders and nonprofit representatives is required. Excellent interpersonal, oral and written communication skills is necessary.

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 by [filling out this form](#). The full job description can be found [here](#). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified. If you have any questions about this position or experience any issues with the application form, please contact us at hire@desmoinesfoundation.org.

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.