Job Title: Director of Donor Relations Willmar Area Community Foundation
Date: March 2022
Exempt Status: Full-Time Exempt

Job Specifications

Education: Bachelor’s degree preferred
Related Experience: 5+ years’ experience in fundraising/public relations activities
Supervision Given: None
Supervision Received: WACF Executive Director

Job Summary: The Director of Donor Relations for Willmar Area Community Foundation (WACF) reports to the WACF Executive Director and is responsible for the prospective and current donor experience for individuals and organizations donating to the Foundation. This position is a key leader in the Foundation’s asset development activities including creation of new funds, gift recognition, maintenance of service to donors, and responsible for certain special events and communications.

Job Duties
The Director of Donor Relations-WACF responsibilities include, but are not limited to, the following:

1. Asset Growth & Fund Development:
   o Assists the Executive Director in creating a positive and rewarding experience for donors and prospective donors by helping to answer questions posed by donors, contacting donors about special projects or causes they are interested in, and by assisting with grant requests made by fund holders, either personally or through online portal.
   o Assists the Executive Director in implementing the strategies and tactics necessary to meet the development goals, including efforts to increase major and planned gift acquisition.
   o Identifies, cultivates, solicits, and stewards major donors, individual prospects, nonprofit and community groups encouraging their giving to/through the Community Foundation, engaging the Executive Director and board of directors in the process.
   o Maintains current and accurate records of contacts with donors and prospects.
   o Assist with development and stewardship of professional advisor relationships to encourage philanthropic collaboration.
2. **Community Impact:**
   - Provides staff support to certain signature funds of the Foundation as well as being lead staff for the Women’s Fund. Assist with community funds as directed.
   - Assists with planning and coordinating programs and opportunities that expose donors to information about community needs and other topics related to charitable giving.

3. **Community Relations and Events:**
   - Participates in planning and implementation of special events for community funds connected to WACF and the WACF Annual Dinner.
   - Attends various Foundation events to engage with doors, prospective donors and professional advisors.
   - Assists with foundational storytelling through multiple channels.

4. **CommunityGiving and Community Foundation Field:**
   - Supports and encourages building of collaborative and efficient systems to support all partner and associate foundations including education opportunities and other services for ALL CommunityGiving partner and associate foundations.
   - Remains informed on legal and technical issues as they affect current and prospective donors and gifts; advises the Executive Director and others on these issues as necessary.
   - Knowledgeable and involved in regional and state philanthropic and community foundation field including Adnet, Association of Fundraising Professional, Minnesota Gift Planning Association, Minnesota Council on Foundations and others

5. **Other Duties:**
   - Performs other duties as required through the policies and procedures of WACF and CommunityGiving.

**Knowledge, Skills and Abilities Desired**

1. Understanding of development process including prospect identification, cultivation and campaign management.
2. Knowledge and experience working with volunteer management.
3. Excellent interpersonal and communication skills, both oral and written.
4. Excellent analytical, organizational and creative problem-solving skills.
5. Accuracy and attention to detail.
6. Ability to function in a team relationship.
7. Willingness to travel as means to support WACF affiliates, funds and donor relationships.
**Interpersonal Skills/Values**

Every staff member employed by CommunityGiving is expected to possess and embrace the values as adopted by the Board of Directors.

**We believe in...**

- Capturing and preserving the legacy of our donors ... Forever
- Our duty to provide unparalleled, personalized service to our donors
- Inspiring philanthropy across generations
- Utilizing financial resources as a tool to bring about lasting, positive change
- Our responsibility to serve as a trusted local leader and community catalyst, building connections between people who share a common geography

**We value...**

- **Community**
  *We bring people together to leave our world better than we found it. Everyone is welcome at the Community Foundation table.*

- **Integrity**
  *We recognize that our assets are our people, capital and reputation. If any of these is ever diminished, the last is the most difficult to restore.*

- **Commitment**
  *We possess an authentic and genuine dedication to the communities and people we serve.*

- **Innovation**
  *We are committed to being flexible and improving what we do and how we do it, each and every day.*

- **Optimism**
  *We have a “can-do” attitude that inspires creative solutions.*