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## **DONOR SERVICES AND EVENTS ASSOCIATE JOB ANNOUNCEMENT**

The Community Foundation of St. Joseph County is a charitable endowment dedicated to improving quality of life for the people of St. Joseph County, Indiana.

Thanks to the generosity of many caring people in the community, our assets have grown to over \$180 million, ranking us in the top 100 community foundations nationally. We've returned over \$115 million to the community in the form of grants and manage over 500 individual donor-advised fund, field of interest funds, scholarships, and organizational funds to benefit dozens of local charities, including the South Bend Symphony, the Center for the Homeless, LOGAN, REAL Services, and many more.

Also, the Community Foundation is making a difference in our community through several key leadership initiatives. They include the Early Years Count Education initiative, the Senior Living initiative, and the ArtsEverywhere initiative, as well as the Leighton Award for Nonprofit Excellence, the African American Community Fund, Give Local St. Joseph County 24-hour giving day events, and, most recently, Dolly Parton's Imagination Library. More information about the Community Foundation is available at [www.cfsjc.org](http://www.cfsjc.org).

The Community Foundation is seeking talented, mission-driven individuals who want to help connect people who care with causes that matter through excellent donor service and nonprofit support.

### **JOB PROFILE**

The Community Foundation of St. Joseph County is seeking a full-time (40 hours a week) Donor Services and Events Associate to support the Director of Communications and Public Relations with donor engagement and events services. This position includes but is not limited to the following detailed responsibilities:

- Event planning and scheduling, including Community Foundation educational and celebration events designed for board members, donors, nonprofit partners, professional advisors, and the broader community
- Event execution, including but not limited to creation of event checklists and timelines; coordination and contracting with external venues and service providers for facilities use, room set-up, food and beverage orders, and AV requirements; creation and maintenance of online event registration pages, RSVP tracking and follow-up; preparation of attendee checklists and nametags; creation day-of-event logistics and set-up, and post-event analysis, assessment, and survey work
- When appropriate, event promotion through social media, Community Foundation's website, and other avenues
- Take or arrange for photography at all events; maintain and promote online photo albums and internal photo collections

- Assist current and prospective donors with gift and fund-related activities
- Collaborate with Communications and Program personnel to develop targeted messaging and events connecting donors to their areas of interest
- Help design and implement electronic surveys to improve communication with the Foundation's core constituencies (board, donors, nonprofits, professional advisors)
- Be a representative of the Community Foundation at events, both internal and external
- Provide support to the Director of Communications and Public Relations in creating, editing, and/or producing event communications materials such as signage, presentations, hand-outs, and scripts
- Proofreading of Community Foundation communications
- Other duties as assigned by the Director of Communications and Public Relations

### **CANDIDATE PROFILE**

- Bachelor's degree required
- Three or more years of relevant work experience preferred. Nonprofit experience a plus
- Highest ethical standards, requiring honesty, integrity, respect and confidentiality
- Strong computer skills, especially Microsoft Office products. Willingness to become proficient with database software specifically designed for foundations, as well as the Community Foundation's online CMS. Proficiency with Adobe Suite publishing software, Powerpoint, and social media management a plus
- Excellent written and verbal communication skills for substantial public contact
- Excellent interpersonal skills with strong customer service attitude
- Commitment to high quality work, continuous improvement, and accountability
- High level of self-motivation and at ease working independently when necessary.
- Organized, with exceptional attention to detail, and strong follow-through skills.
- Ability to work flexible hours when occasionally required

### **SALARY RANGE AND BENEFITS**

Salary: \$38,000-\$45,000 (commensurate with experience). Benefits include medical, generous retirement, nine paid holidays, vacation and sick days.

How to apply: E-mail cover letter, resume, and references as attachments to [info@cfsjc.org](mailto:info@cfsjc.org), or mail to: HR Dept, Community Foundation of St. Joseph County, Inc., P.O. Box 837, South Bend, IN 46624. E.O.E.