

# LOCAL PHILANTHROPY MANAGER

June 15, 2021



## JOB DESCRIPTION

The Local Philanthropy Manager supports development operations at the Central Valley Community Foundation (CVCF). A member of the Advancement Team, the Local Philanthropy Manager reports to the Director of Local Philanthropy and performs a variety of support functions to cultivate, assist, and steward local donors. He/She/They should be familiar with the donor development cycle and should possess excellent customer service skills.

CVCF was established in 1966 and manages \$114 m in 265 individual funds. Our mission is to cultivate smart philanthropy, lead, and invest in solutions that build stronger communities in California's six county Central San Joaquin Valley.

## CORE RESPONSIBILITIES

### Provide customer service and support throughout the donor development cycle

- Identify, research, and cultivate prospects
- Track gifts and maintain donor database (CVCF uses iPhi and Donor View software)
- Manage donor appreciation and acknowledgement

### Strategic donor engagement

- Effectively communicate with donors through email, direct mail, personalized letters and cards, phone calls, in-person meetings, virtual meetings
- Host meetings, gatherings, and events for donors and community members; schedule speakers; post-event follow up
- Provide event support for funds that fundraise and for the Friends of the Foundation bi-annual dinners
- Capture and share (blog, social media, annual report) impact stories from donors and the community

### Administration

- Manage invoices and track payments and gifts
- Provide welcome packets to new donors and ongoing correspondence for milestones (e.g. anniversaries)
- Key support for capital campaign including scheduling and recording donor interviews, running gift reports, tracking goals

## QUALIFICATIONS

- Minimum of 3 years fundraising experience
- Exceptional customer service
- Strong organizational skills

## **ABOUT THE POSITION**

The Local Philanthropy Manager is an exempt, full-time position with a complete benefits package. Salary is commensurate with experience. Candidates with diverse backgrounds are encouraged to apply.

The Central Valley Community Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

## **TO APPLY**

Submit cover letter and resume to:

Elliott Balch, Chief Operations Officer [elliott@centralvalleycf.org](mailto:elliott@centralvalleycf.org)

This position is open until filled. No telephone inquiries, please.