

COMMUNITY FOUNDATION OF WESTERN NEVADA

POSITION DESCRIPTION

POSITION TITLE: Development Assistant/Campaign Coordinator

REPORTS TO: Chief Advancement Officer

DESCRIPTION:

Supports and coordinates the implementation of systems and strategies to develop donors and contributions the Community Foundation of Western Nevada. Ensures maintenance and utilization of appropriate systems to fund development operations including but not limited to: prospect research, documentation, tracking, gift processing, and recognition. Supports the CAO, CEO in general development activities, solicitation, events, and other campaigns. General Community Foundation development activities are supported. Maintains accountability and compliance standards for donors and funding sources.

REQUIREMENTS:

- Highest personal integrity, standards and professional ability
- Bachelor's Degree from an accredited 4-year College or University
- Ability to simultaneously manage multiple projects and priorities
- Reliable transportation
- Keyboard and computer skills to utilize word processing, spread sheets, and databases for communications and record keeping
- Development database management software (Salesforce Classic) experience is preferred

KNOWLEDGE, ABILITY, AND CHARACTERISTICS:

- Exceptional warmth in personal interactions
- Strong interpersonal/human relations skills, verbal and professional written communications skills
- Project management skills
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with key donors, fund holders, and prospects
- Ability to adapt and respond to various situations
- Strong organizational, administrative and computer skills

Development Responsibilities

- As part of the development team, organizes fundraising campaigns and events to achieve objectives, targeting supporters, strategizing approaches, and facilitating solicitations.

- Supports fundraising strategies, methods, and activities to ensure proper acknowledgement, recognition, and stewardship of donors, with specific focus to Campaign efforts, but toward general development efforts as well.
- Manages strategies for tracking and measuring progress and development success electronically through proper and consistent use of Salesforce Classic, and through the preparation of dashboards, summaries, and reports.
- Attends all Foundation and Campaign events.
- Supports CAO as staff liaison to the Development Committee, ensuring that all materials and notices are completed accurately and on-time; providing leadership before, during, and after meetings.
- Manages special projects and carries out fundraising priorities.
- Participates in developing general fundraising materials, and works to prepare reports, prospect research materials, and solicitation materials.
- Participates in developing general marketing and communications materials for web and print, including writing case statements, updating Campaign page of our website, and all Campaign for Our Community marketing materials.
- Nurtures a culture of Philanthropy in the community and serves as an ambassador for the Community Foundation among fund holders, community organizations, and professional advisors.
- Ensures that the Community Foundation maintains the highest standards of professional courtesy in interacting with people over the phone, in person, and through written materials.
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Performs other duties as assigned by the CAO and/or CEO.

Please include Cover Letter, Resume, and three Professional References.

Please send all inquiries to Ginny Harding – Davis at GDavis@NevadaFund.org