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| Job title Donor Relations Officer | Department Donor Relations |
| Reports to Director of Donor Relations | Supervises N/A |
| FLSA status Exempt | Hours Full time |
| Date January 2024 | |

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately \$500 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$515 million to nonprofits across Central Texas and beyond.

Job summary

The primary roles of this position are to:

- Provide best-in-class, proactive relationship management and services related to a portfolio of corporate, donor advised and agency funds.
- Develop and implement initiatives that enhance efficiency and provide value at scale, particularly within agency and corporate funds.
- Strengthen the Foundation by connecting donors' philanthropic missions and ACF's strategic priorities.

Essential duties and responsibilities include the following. Other duties may be assigned.

Donor Services and Stewardship (70%)

- Manage a portfolio of fundholders including donor advised, corporate, and agency funds. Deliver donor services that are consistent with Council on Foundations' National Standards and align with the Foundation's best-in-class service model.
- Develop and execute proactive fundholder stewardship plans that lead to deeper ties with donors as a means to increase fundholder activity and better serve our audience.
- Identify opportunities to connect donors' philanthropic goals with the Foundation's strategic priorities for serving the community. Work with the Donor Relations team to maintain an effective and continuously improving approach to stewardship that increases fundholder engagement and grows assets based on organizational goals.

- In partnership with Grants Manager, fully execute grant cycles from end to end for all corporate advised funds.
- Identify and implement trends and best practices in donor engagement, stewardship, and management specific to a variety of different fund types.

Development and Advancement (15%)

- Build Foundation assets by actively engaging in fund development through proactive networking. Represent ACF at external events that may attract new clientele and build assets that are in meaningful alignment to the strategic plan.
- Support fundraising for ACF programs by creating opportunities for connections between donors' philanthropic missions and ACF's strategic priorities. Work collaboratively with Community Impact team to identify prospects and cultivate giving across the organization.

Special Projects (15%)

- Work with the Donor Relations team and others at the Foundation to plan and execute fundholder events that elevate the work and relationships with fundholders.
- In partnership with team leadership, assess corporate advised fund services with an aim to deliver a product that aligns with the Foundation's resources and goals and enables conversations with strategic prospects.
- Promote ACF's visibility within the community by attending events, leveraging member networks, and representing the Foundation at various community engagements.

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

Job requirements and qualifications

Experience

- Seven years of nonprofit development or relationship management experience. Community foundation, philanthropic or related private sector experience preferred.
- Preference given to candidates who have earned the Chartered Advisor in Philanthropy (CAP®) designation or with experience with IRS regulations related to charitable giving, fair market value, and deductibility of gifts.

Training requirements (licenses, programs or certificates)

None required.

Other knowledge, skills and abilities

- Superb interpersonal skills; ease in communicating and interacting with a wide variety of constituent groups.
- Proactive in building strategic relationships with new prospects.
- Excellent storytelling and communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.

- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside the organization.
- Opportunistic; natural ability to offer solutions and think creatively, even when immersed in a new conversation or situation.
- Independent in seeking information, while also remaining comfortable asking for help.
- Proficient in using Microsoft 365, customer relationship management software, and collaborative project management tools.
- Authentic participation in and commitment to diversity, equity and inclusion and the organization's ongoing work to eliminate the opportunity gap in Central Texas.

Work environment and other information

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

- Work in clean, pleasant, comfortable office setting.
- Minimal travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: starting at \$80,000 per year commensurate with experience.

Workplace benefits:

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at apply@austincf.org. No phone calls, please. Position will remain open until filled.

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.