



## Development and Donor Relations Associate

The Western Colorado Community Foundation manages \$115 million in total assets and awarded \$5 million in grants and scholarships last year (2021). This growing charitable foundation headquartered in Grand Junction, CO serves seven counties in Western Colorado. For more information on our mission, purpose and projects, visit [wc-cf.org](http://wc-cf.org).

---

**Job Overview:** This is a new position for our Community Foundation. We raise between \$4 and \$8 million each year, mostly larger gifts from individuals. Our circle of major donors and legacy society donors has been growing steadily and we are looking for a talented professional with experience in fundraising and one-on-one donor cultivation to join our team. This is an excellent career opportunity for someone wanting to develop and deepen skills in nonprofit fundraising and development in a well-respected community organization.

---

### **Primary Job Responsibilities**

- Donor Relations - Interface one-on-one with current donors and prospects with personalized and high touch service, one-on-one check in/update/engagement meetings, schedule contacts and touches (mailing e-news, handwritten notes/cards for special events, etc.)
- New Gift Documentation - Assist with gift intentions paperwork (written intentions, paperwork for processing noncash gifts), personalization of gift acknowledgement letters and tracking.
- Support to Local Community Funds - Work with team to support annual fundraising events and year-end direct mail solicitation processes with volunteer committees, collect grantee and donor stories for targeted e-news and other communications/marketing, identify and track new donors.
- Donor Research and Cultivation - Organize prospective donor leads and records, develop tracking systems, work with Development Team on cultivation strategies, conduct research on individual prospects.
- Donor Engagement Events – Help organize special events for donors (e.g., 25<sup>th</sup> Anniversary Luncheon in 2022), donor gatherings and nonprofit tours. Organize post event follow up tasks.

### **Supervision and Reporting**

The Development and Donor Relations Associate will report to the Director of Development and Legacy Giving.

## **Job Qualifications**

Bachelor's degree and three to five years of experience (paid or volunteer) in individual donor cultivation and fundraising for a nonprofit organization.

Strong interest in people and ability to engage with people of a variety of backgrounds and interests about their lives and charitable interests.

Demonstrated interest in the art of asset development and fundraising; interest and enthusiasm for developing tools and techniques for donor engagement and donor tracking/management systems.

Demonstrated ability to learn new software program and its donor management capabilities, run regular reports and review data and trends for the Development Team, commitment to keeping donor database current. Detail focused and organized.

Interest in learning about planned gifts, legacy prospect cultivation, managing noncash donations.

Experience with capital campaigns and grant writing a plus.

Team player, eager to learn and be part of a top-notch donor development team for a growing organization with an exciting mission.

Interest in our organization's philanthropic mission and work.

Must be available to travel within our seven-county service region and attend evening events. Occasional overnights may be required.

## **Compensation and Benefits**

Starting annual salary of \$42,000 to \$52,000 based on experience.

Excellent benefits, including vacation, sick and holiday leave, health insurance, dental and vision insurance options, and contributions to a retirement plan.

Flexible and friendly work environment and exciting mission.

## **Application Instructions**

Email cover letter explaining interest in the position and resume with "Development and Donor Relations Associate Position" in the subject line to [jobs@wc-cf.org](mailto:jobs@wc-cf.org).

No phone calls please.

Position is open until filled, with an anticipated start date in May/June 2022.