

## Position Description

**Position:** Giving Circle Associate

**Reports to:** Senior Philanthropic Services Officer

### Summary

Rochester Area Community Foundation, one of the largest grantmaking organizations in the Finger Lakes region, is adding an experienced and enthusiastic Giving Circle Associate to the Philanthropic Engagement department. We are looking for a team player who loves working with people, proactively solving problems, and has a strong belief in the power of philanthropy — collectively and individually. Rochester Area Community Foundation offers a hybrid option that includes 15 hours of remote work.

The associate provides all aspects of support for the Community Foundation's work with donors, nonprofit organizations, and our giving circles. Since the launch of our first giving circle in 2007, we have worked with more than 300 members and invested more than \$2.1 million in the essential work of nonprofits in our region. The associate will uphold our emphasis on creating endowed funds, and actively participate in the Community Foundation's strategic efforts to increase the community's endowment to help address our region's pressing problems today and into the future.

### Key Responsibilities

#### Giving Circle Member Stewardship

- Build and sustain meaningful relationships with Giving Circle leaders and steering committees to create trust and consistent communication as a means of successfully shepherding them through the full volunteer and donor experience.
- Act as the main point of contact for all Giving Circle Leaders — Rochester Women's Giving Circle, NextGen Rochester, African American Giving Initiative, LGBT+ Giving Circle, Developmental Disabilities Giving Circle and soon a Latino Giving Circle in 2022. This will involve maintaining proactive and consistent communication and responding to requests in a timely manner, including leveraging expertise of other members of the Foundation staff as needed.
- Partner with Philanthropic Engagement Team, former Giving Circle staff liaisons, Giving Circle Leaders and membership chairs to strategize, identify and execute ways to grow membership and ensure longtime relationships are maintained at a high standard.
- Develop personalized stewardship plans with Giving Circle leaders for their members.

### Giving Circle Operations Management

- Manage all components of Giving Circle engagement to ensure the Community Foundation is meeting the needs of Giving Circles in a timely, responsive manner.
- Partner with Community Programs team to relay grant opportunity deadlines and grantee reporting information.
- In partnership with Giving Circle leaders and Philanthropic Engagement team, determine needs for tracking and reporting on engagement data and metrics, and ensure ongoing and accurate data management via our Customer Relationship Management platforms.
- Maintain and communicate annual grantmaking budget with Giving Circle leaders.
- Project manage the creation and maintenance of Giving Circle collateral.
- Attend events and meetings with travel as necessary, in both lead and support roles.
- Event coordination in partnership with the Foundation's Event Associate.
- Strategize and implement opportunities for information-sharing between the circles in partnership with Philanthropic Engagement team.
- Ensure at least annual membership renewals and solicitations are distributed in partnership with Giving Circle leaders and Philanthropic Engagement team.

### Integrate as a member of the Philanthropic Engagement team

- Develop collaborative working knowledge of donor services, funding opportunities, nonprofit endowment funds, and scholarship fund development in partnership with colleagues.

### **Job Qualifications**

#### Education/Training:

Bachelor's degree or four years' experience in a relationship-building, account management, operational or development role required; preference for candidate with experience working with diverse communities.

#### Skills/Experience:

- Demonstrated ability to organize complex information, prioritize work and work collaboratively with a variety of diverse customers.
- Excellent record-keeping, administrative skills, and experience using Customer Relationship Management platforms.
- High-level communication abilities including phone conversations, letter-writing, and presentations for donors and community partners.
- Intermediate storytelling and writing skills preferred to communicate impact with diverse audiences.

- Experience managing volunteers desirable, along with knowledge of development and fundraising principles.
- In-depth experience using Microsoft Word, Excel, Publisher, PowerPoint.
- Event and meeting planning.
- Able to work evenings and weekends, as needed.
- Must have reliable transportation.

Attributes:

Exceptional customer service; great active listening and communication skills; analytical and questioning mind; passionate commitment to accuracy and relevance; a good sense of humor; able to successfully handle multiple tasks simultaneously; self-starter and self-reliant, but able to consult with others; integrity and discretion; team player; pro-active approach to projects and tasks; community-minded; able to efficiently work both remotely and in an in-office work setting; and pitches in to help without being asked.

**Salary Range:** \$48,000 - \$58,000 (commensurate with experience)

**To Apply:** Applications are still being accepted and are currently being reviewed with a tentative start date of August 1st. The position will stay open until it is filled. We request applications, resumes, and cover letters be submitted through [Indeed.com](https://www.indeed.com). If you must apply through email, send a cover letter and resume to *GivingCircleAssociate@racf.org*. No phone inquiries, please.

***In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position. Rochester Area Community Foundation is an Equal Opportunity Employer and believes in a diverse workforce.***