



PHILANTHROPY COORDINATOR

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

Philanthropy Coordinator

In this role, the Philanthropy Coordinator will support the Philanthropy Team to an external audience and raise philanthropic funding to support Community Action Partnership of Orange County mission and strategic goals; playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *"to enhance the quality of life within Orange County by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources to programs that assist, educate, and promote self-sufficiency."*



PHILANTHROPY COORDINATOR

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the direction of the Grants Manager, the Philanthropy Coordinator will provide a variety of duties to support philanthropic projects, events, stewardships and database input and integrity.

ROLES AND RESPONSIBILITIES

Grants & Database Support

- ✓ Administer grant deliverables as part of the project management cycle; data entry on all key grant identifiers and deliverables for the purpose of creating and disseminating applications and report.
- ✓ Communicate on a regular basis with team members about new and upcoming deliverables and deadlines.
- ✓ Assist in grant and report writing, helps identify, track, and resolve critical data issues with grant management as well as reconciliation between RE NXT and accounting records.
- ✓ Conduct prospect donor research and creates donor profile reports.
- ✓ Accurately receive, record, and receipt charitable contributions according to established procedures with close attention to donor intent and donor appreciation.
- ✓ Coordinate and support stewardship of gifts according to established procedures.
- ✓ Promptly respond to and resolve all customer service inquiries from donors or other external constituents, proactively seeking out assistance if answer not known.
- ✓ Assist in tracking and reporting donor cultivation.
- ✓ Scheduling, expense reporting, document creation, filing and other administrative support as needed.
- ✓ Assist in collecting relevant statistics related to poverty on a county, state and national level, for use in grant applications.
- ✓ Other duties as assigned.

External Event Support

- ✓ Maintain event tracking reports to ensure accurate budgeting and projection processes.
- ✓ Research and outreach to event vendors and activations (digital ad/tributes, text-to-give, etc.)
- ✓ Manage online and silent auctions through the auction's full cycle, including drafting donation "ask" letters, manage the process with auction platform, coordination with auction winners and taking all steps necessary for fulfillment and closing the auction.
- ✓ Provide post-event revenue reports.
- ✓ Responsible for reconciling applicable donor giving record(s) to track recognition levels and locations; work with the Philanthropy team to ensure integrity and accuracy of donors' recognition levels and preferences in the database, in compliance with donor gift agreements, and internal policies and procedures.

Cultivation & Stewardship

- ✓ Assist with managing multiple external partners and facilitating the completion of partnership deliverables.
- ✓ Research prospective donors and other fundraising sources, prepare documentation and materials for meetings and presentations as necessary.
- ✓ Participate in solicitation and stewardship campaigns, including direct mail; track donor data and plans; prepare gifts, write thank you notes and follow up calls to donors.
- ✓ Draft solicitation materials, stewardship reports, and executive briefings for all fundraising activities.
- ✓ Participate in Philanthropy Department activities and contribute as needed.
- ✓ Provide administrative support as requested.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN:



PHILANTHROPY COORDINATOR

- ✓ Possessing strong interpersonal skills
- ✓ Effective leadership skills
- ✓ Communication proficiency
- ✓ Problem solving/analysis
- ✓ Fundraising and donor support
- ✓ Event planning
- ✓ Database input and maintaining integrity of data

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN:

- ✓ Creative/Innovative: Develop new and unique ways to improve donor relations, dollars donated, donor events and execution.
- ✓ Collaboration: Work collaboratively in a team environment both internally and externally with the capability to negotiate success outcomes for all parties.
- ✓ Customer Service Focused: Strong customer service skills when interfacing with donors, potential donors, sponsors, participants and staff.
- ✓ Language Focus: Demonstrate excellent written and editing skills, with high attention to detail and accuracy. Possess excellent verbal communication skills.
- ✓ Planning/Organization: Possess exemplary organizational skills, including demonstrated ability to handle multiple tasks, efficiently and independently manage time to meet strict deadlines, and effectively manage projects within team.
- ✓ Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- ✓ Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness, and have ability to work independently.
- ✓ Lead: Positively influence others to achieve results that are in the best interest of the organization.
- ✓ Confidentiality: Demonstrate ability to maintain confidentiality and discretion, protect the privacy of CAP OC, its staff, and its clients when working with sensitive personal and financial information.
- ✓ Computer Programs: Strong demonstrated knowledge of or experience with a constituent relationship management (CRM) system, such as RE NXT, or similar donor database, solid knowledge of Microsoft Office (Outlook, Excel, PowerPoint) and ability to conduct efficient internet research.

EDUCATION AND EXPERIENCE

BA/BS, or relevant experience, with 1 – 3 years administrative/executive support and/or coordination experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



PHILANTHROPY COORDINATOR

While performing the duties of this job, the employee must regularly talk and hear, be able to lift up to 20 lbs. on a regular basis, frequently required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, bend at waist and stoop, pull, push, kneel, sit twist and turn, vision abilities include close vision, distance vision, color vision, ability to adjust focus, and computer work may be physical requirements of the job.

May be exposed to outdoor weather working in varying temperatures and weather conditions as required.

TRAVEL

Employee will use personal vehicle to travel on a frequent to daily basis. Must provide a California Motor Vehicle operator's license with a driving record that meets minimum standards established by agency's insurance carrier. Some out-of-area and overnight travel may be expected during work week and weekends.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

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