

Donor Relations Officer

[Apply Online](http://www.kalfound.org/careers)www.kalfound.org/careers**Application Deadline**

July 1/16

Our Donor Relations team needs a resourceful relationship builder to promote charitable giving with an emphasis on unrestricted giving. As a donor relations officer, you'll steward existing relationships, encourage additional gifts and promote a wide variety of deferred giving opportunities. You'll also use your marketing and strategic fund development skills to formulate new ideas that help the Community Foundation achieve its mission.

What you'll do:

- Cultivate, build and support relationships with primary contacts, prospects and professional advisors;
- Develop and execute strategies to engage and communicate with donor advisors;
- Formulate and execute new marketing strategies in the areas of fund development, donor development and donor education.
- Provide top-notch customer service and stewardship of donors and potential donors; and
- Partner with the Community Investment and Marketing Communications teams to craft stories of impact to share with donors and potential donors.

We're looking for a self starter with:

- A strong individual network of community relationships;
- A passion for excellent customer service;
- A dedication to helping others accomplish their charitable goals;
- A broad and diverse knowledge of community issues and demographics;
- A belief in the value that diversity, equity and inclusion brings to the workplace; and
- A commitment to excellence and experience in continuous improvement techniques.

The qualifications you need:

- Bachelor's degree or equivalent work experience;
- At least five years of progressively more responsible philanthropic experience;
- Excellent interpersonal, organizational, time management, leadership and development skills;
- Creativity and initiative;
- Ability to gain the confidence and respect of donors and professional advisors as well as Community Foundation colleagues;
- Ability to work effectively one on one as well as make effective presentations to large groups;
- Ability to thrive in a fast-paced, open and collaborative environment; and
- A love of Kalamazoo County and a strong desire to make it a place where every person can reach full potential.

What we offer:

- A competitive salary and benefits package;
- A team-oriented, performance excellence culture;
- A fantastic work environment; and
- Opportunities to grow and advance.