



## **Position Opening**

Position Title:	Philanthropic Services Coordinator
Reports To:	Senior Philanthropic Services Advisor
Pay Grade B:	\$21.15 – \$25.33
Position Status:	Full Time
FLSA Status:	Non-Exempt
Posting Dates:	February 2, 2024 – February 16, 2024

---

### **About KZCF:**

KZCF, established in 1925, has the vision of Kalamazoo County being the most equitable place to live, with the mission to mobilize people, resources, and expertise and to advance racial, social, and economic justice. Learn more at [kalfound.org](http://kalfound.org).

### **Core Values:**

Center Anti-Racism and Equity  
Advance Racial Justice  
Nurture Healing and Love  
Cultivate Transformative Relationships  
Serve the Greater Good  
Learn and Grow  
Embrace Joy

### **Position Summary:**

This position provides administrative support for the Kalamazoo Community Foundation's Philanthropic Services staff. The Philanthropic Services Coordinator is responsible for administrative activities within the department, including maintaining accurate donor records (electronic and paper), processing gifts, coordinating donor events, and providing staffing support for project work as assigned. This position ensures the smooth operation of the donor service processes – from cultivation to stewardship to gift acknowledgments – and provides general office support for the Philanthropic Services & Development team. The Philanthropic Services Coordinator is expected to work collaboratively with other staff, be creative and innovative in looking for continuous improvement and new ideas for implementation. This position also serves as an occasional member of the Receptionist team.

### **Essential Functions & Responsibilities:**

#### **Planned Gift & New Fund Support**

- Works closely with the Chief Philanthropy Officer and Advisors when setting up new funds, deferred gifts, and/or charitable gift annuities (CGAs).

- Drafts Letters of Direction and Planned Giving Memorandums for Relationship Manager review
- Ensures all steps for the new funds, planned gifts and charitable gift annuity checklists are completed and all required information is obtained.
- Enters all pertinent information for new funds and relationships in Raiser's Edge. Ensures proper documentation is attached to appropriate records.
- Enters all pertinent donor information for new planned gifts in Raiser's Edge. Ensures proper documentation is attached to appropriate records.
- Manages the recording of all planned gifts in Raiser's Edge through all stages of the gift, including realization.
- Drafts various letters and other documents on behalf of Philanthropic Services team.

#### **Administrative support**

- Assures Philanthropic Advisors have the proper marketing/informational brochures. Maintains inventory and works with Marketing Communications on redesign and/or reprinting of materials.
- Responds to inquiries made by donors, prospective donors, nonprofit agencies, professional advisors, etc. as requested by the Chief Philanthropy Officer and Advisors.
- Drafts and coordinates distribution of general communications to donors, prospective donors, nonprofit agencies, professional advisors, etc. as requested
- Works in conjunction with the Senior Philanthropic Advisor to prepare reports, data analysis and assessments of campaign appeals and approaches.
- Schedules meetings with donors and makes necessary arrangements (hospitality)
- Proofreads and edits written materials as needed

#### **Technical/Administrative Support**

- Researches donor life changes, e.g. new businesses, marriages, divorces, deaths & updates records and alerts Relationship Managers
- Maintains database creating and updating records and notifies team of changes such as deaths or divorces.
- Prepares standardized and specialized reports for distribution, editing data and correcting formats.
- Maintains files and oversees record retention per Record Retention Policy
- Serves as primary Bloom Growth "driver" as needed for staff meetings
- Provides general office support, including occasionally as backup receptionist

#### **Event Support**

- Coordinates and assists in the arrangement of meetings and hosted events, large and small. Collaborates with Philanthropic Services and Development staff on all details. Confirms attendance, space reservations, procures refreshments and executes pre-meeting set-up and post-meeting clean up.
- Compiles post event evaluation and follow up, such as event expense reports or additional mailings
- Ensures event activities/attendees are recorded properly in Raiser's Edge

#### **Other Duties**

- Assists Finance in administrative support as necessary.
- Perform other duties as assigned.

- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Diversity, Inclusion, Equity, and Anti-Racism:**

- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of bias.
- Ability to confront personal, individual, and internal systemic bias regarding race, age, gender, gender-identity, sexual orientation, ability, etc., which will require sharing and discussing personal identities related to the work environment.
- Ability to work and navigate emotionally taxing conversations related to power, privilege, racism, and oppression on a regular basis.
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

#### **Professionalism:**

- Support the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
- Follow and support Community Foundation policies and procedures.
- Evaluate own performance and assumes responsibility for professional development.
- Embrace philosophy of one actively engaged in lifelong learning.
- Demonstrate and models process documentation for clarity and consistency.
- Maintain current knowledge of all changes affecting area of work.
- Conduct self in a professional manner and follows and support the core values, commitments, and behaviors.
- Maintain appropriate professional appearance and confidentiality.

#### **Engagement/Participation:**

- Actively represents KZCF at community-based meetings and events which may require evening and weekend engagement throughout the year
- Actively participate in meetings, committees, and volunteer opportunities within the organization
- Apply an anti-racism analysis and engage with others in support of learning ways to advance collective DEI understanding and skills.
- Participate as a team member utilizing a collaborative style to achieve mutual goals.
- Provide proactive, creative cross-functional thinking and ideas to enhance services to customers.
- Demonstrate ability to work effectively with others.

#### **Knowledge, Skills & Abilities:**

##### **Required:**

- Experience working in a business-related field or office environment.
- Experience and comfort using a variety of computer technologies, especially database and spreadsheet programs.
- Must have well-developed writing, proofing, critical thinking, and oral communication skills.

- Must be able to work effectively in a team environment.
- Must have the ability to work independently and attend to multiple tasks.
- Must be comfortable working with community members, fielding calls and emails
- In-depth knowledge/understanding of computers including general business software (i.e., Word & Excel) and
- Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural backgrounds.
- Must have the ability, judgement, poise, and personal capabilities to build and maintain trust.
- Ability to work & navigate emotionally taxing conversations/contexts related to power, privilege, racism, oppression with diverse stakeholder groups.
- High personal resiliency skills and tools.
- Deep personal commitment to addressing racism with an orientation toward the Kalamazoo community.
- Ability to work both independently, as a team member, and with a broad range of constituencies.
- Ability to prioritize multiple projects and work under pressure.
- Willingness to learn and be adaptive to support a complex and evolving body of work.
- A high degree of personal integrity and ethics

**Preferred:**

- Bachelor's degree in business or other related field

**Physical/Mental Requirements:**

- While working virtually, must ensure remote environment has consistent access to high-speed internet, generally free from distractions.
- Work in well-lit, pleasant, smoke-free office.
- Must be able to sit for long periods of time.
- Frequent requirement to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms
- Frequently involves extended workdays and periodically involves irregular work hours.
- Regular group and public speaking.
- Occasional travel and/or overnight work schedules.
- Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
- Frequent pressures related to meeting deadlines and fulfilling scheduling requirements.
- Frequent distracting influences such as people, phone calls, noise and so forth.
- Frequent simultaneous handling of multiple tasks and intermittent or cyclical work pressures.
- Occasionally requires on-call availability to handle work problems, emergencies/crisis situations etc.
- Occasional work at multiple sites or travel.

**Additional Eligibility Qualifications**

The Kalamazoo Community Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include hiring and termination of staff, selecting volunteers, selecting vendors, and providing services.

**Please apply through our online application portal, [www.kalfound.org/about/careers](http://www.kalfound.org/about/careers).**