



Philanthropic Services Associate Job Description

About CFAAC

CFAAC's mission is to inspire and promote giving in Anne Arundel County by connecting people who care with causes that matter. We envision a vibrant and generous community that comes together to enhance the quality of life for all. Our role is to promote philanthropy, help to identify critical needs in Anne Arundel County, partner with donors to help them meet their philanthropic and financial goals, and promote collaboration to help strengthen local nonprofits.

The Philanthropic Services Associate plays a very important function in our small, mighty, and fast-paced organization with a reputation for high-quality donor service and community partnership. We are a fast-growing community foundation with a strong desire to increase our community impact to improve the quality of life for all residents of Anne Arundel County.

The Position

The Philanthropic Services Associate works closely with the President and CEO, Director of Philanthropic Resources, and the Director of Gift Planning to expand CFAAC's relationships with current and prospective donors and professional advisors. This is primarily an administrative in-office position.

Our Ideal Candidate

CFAAC's ideal Philanthropic Services Associate is an administrative professional who is energized by being a critical member of a dynamic team helping to increase philanthropy in Anne Arundel County with the following attributes, experiences, and skills:

- Deep commitment to philanthropy and the social good
- 3 to 5 years of administrative, development, or fundraising experience
- Demonstrating initiative, self-motivation, and follow-through
- Technical and administrative self-sufficiency and high attention to detail are required
- Experience with CRM systems and nonprofit databases
- Excellent organizational and time management skills
- Proficiency in Microsoft Office Suite
- Ability to create graphic data reports

- Exceptional verbal and written communications skills
- Ability and willingness to manage multiple tasks and priorities
- Congenial personality, sense of humor, self-aware, low-drama, flexible, resourceful, emotionally intelligent, confident, self-motivated, and results-oriented
- Ability to work as part of a team and maintain a keen sensitivity to confidentiality
- Ability to analyze and revise operating practices to improve effectiveness and efficiency
- Nonprofit experience is a plus

Position Responsibilities

- Provide administrative assistance to the President and CEO, including scheduling meetings and coordinating meeting logistics
- Partner with the President and CEO to manage the Board of Trustees logistics (e.g. meetings, committees, agendas, and minutes) including the New Board Member Orientation
- In coordination with the Development Team and the Director of Finance and Operations, maintain a well-organized donor management system, including gift data-entry and the processing of gift acknowledgement letters
- Create customized data reports to support fundraising, communications, and organizational efforts
- Facilitate the scheduling and implementation of the Annual Appeal Fundraising Campaign
- Create and keep updated reports for CFAAC's Fund Development and Communications Committee
- Provide support for the logistics, planning and coordinating of meetings, programs and events
- Provide administrative and logistical support of CFAAC's Celebration of Philanthropy Luncheon
- Support the administrative work of the Anne Arundel Estate Planning Council in partnership with Development Team
- Conduct donor research: draft, prepare and finalize fund agreements
- Coordinate the administration of in-office procedures for new funds

- In coordination with the Development Team, establish an effective donor prospect management system for optimal data reporting to the Board.
- Support recognition events for current donors and fund holders, professional advisors, and legacy donors.
- Help support and participate in targeted prospective donor programs.
- Support annual development department plans, goals and strategies.
- Attend staff meetings and serve on internal committees as appropriate.
- Represent CFAAC at meetings and events which may occur during or outside of normal work hours.
- Support stewardship events such as small gatherings, luncheons, cocktail events, and educational opportunities to build partnerships with donors.
- Other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Physical Demands/Work Environment

The work is performed primarily in an office setting with some local travel required. Lifting and transporting of meeting and event materials, including AV equipment, may be required from time to time.

Supervision:

The Philanthropic Services Associate reports to the President and CEO.

Salary and Benefits

Salary is competitive and dependent on education and experience. A comprehensive benefits package includes health insurance, holiday, vacation, and sick leave. Simple IRA is available with a matching contribution after 90 days of employment.

We'd love to hear from you!

If this sounds like the job for you AND you have the skills and requirements listed above, then we are eager to meet you. Please submit a cover letter and a resume to Mary Spencer, President and CEO at mary@cfaac.org. Please put YOUR NAME, and Philanthropic Services Associate in the Subject Line.

CFAAC is an equal opportunity employer. We greatly value the diversity of individuals, ideas, perspectives, insights, and values, and what they bring to our mission, culture, and outcomes.