



**Community
Foundation**
of the
Dan River Region

541 Loyal Street • Danville, VA 24541 • 434.793.0884 • www.cfdr.com

JOB DESCRIPTION

Position: **Donor Services Manager (Full Time Hourly)**

Responsible To: **Executive Director**

DUTIES AND RESPONSIBILITIES

Development & Donor Services Responsibilities

- Coordinate fund holder communication, including donor reports, fund statements and special recognitions.
- Assist with planning and execution of Foundation special projects and events.
- Plan and execute mailings to donors, prospective donors and professional advisors.
- Develop and complete paperwork necessary to capture vital information about newly established funds and new donors.
- Update and maintain donor database files.
- Maintain current policies and procedures manual.
- Provide quick responses with a target of one-to-two working business day turn-around (or less) on all prospective donor inquiries.
- Implement special projects as identified by the Executive Director.

Office Management Responsibilities

- Process all donation entries including checks, stock contributions, online gifts and fund transfers. Create daily financial packet and deliver deposit to financial institutions.
- Process all accounts and grants payments and maintain respective files.
- Monitor equipment, coordinate maintenance, and oversee opening and closing office.
- Coordinate Board and other Foundation Committee meetings logistics and documentation.
- Coordinate repairs and service calls as necessary.
- Maintain an inventory of and procurement of office supplies.
- Process hand-signed outgoing letters and checks.
- Assist donors, Board members, grantees, Professional Advisors, and the general public in a courteous, helpful, and respectful manner.

Desired Qualifications:

- College degree preferred.
- Proficiency in Microsoft Office and Excel.
- Strong organizational skills, detail oriented and a self-starter.
- Strong oral and written communication skills.
- Ability to work successfully as part of a team as well as assume independent responsibilities.
- Experience with donor service or management experience.
- Nonprofit experience preferred.

General Foundation Support:

- Participate in community activities to enhance The Community Foundation operations, as well as those of the field.
- Work with Foundation donors and prospects to develop their giving programs and provide regular reports on programs the donors have supported.
- Work as a member of the multidisciplinary team to ensure the effective and efficient operations of the Foundation.
- Other duties as assigned by the Executive Director.

The above is intended to describe the general content and requirements for the performance of the job of Donor Services Manager for The Community Foundation of the Dan River Region. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. In no way does this job description constitute a contract, implied or otherwise.

Employee Signature

Date