



Director of Donor & Grant Making Services

Position Summary

The Director of Donor and Grant Making Services cultivates and delivers exceptional service to donors and prospective donors. He/she implements effective grant making processes, and cultivates strategic partnerships for the community and the Foundation.

The Director also works with staff to assure that information systems support donor services and grant making at WCF. The Director supports the President & CEO in implementing strategic goals, and coordinates with the CFO in areas of operations and policy.

The Director acts as the Foundation liaison with area non-profits, understanding their current projects and needs. He/she serves as a connector for fund holders and non-profits, and monitors trends in the philanthropic sector.

Major Accountabilities

1) Donor Services Responsibilities

- Serve as personal contact to donors, ensuring they receive timely and accurate service
- Responsible for new donor agreements, orientation and welcome packets
- Handle questions and requests from donors and ensure that donors receive excellent customer service from all WCF staff
- Resolve donor issues as they arise
- Assist donors in implementing generational ideas and charitable priorities
- Implement strategies to increase donor engagement in WCF activities and initiatives
- Plan donor services activities in conjunction with WCF staff
- Help fund holders and professional advisors learn about area nonprofits and the needs of the community
- Develop donor engagement within Donor Central on-line portal
- Assist the Communications Manager with materials to support donor engagement strategies
- Maintain current donor information and notes in FIMS database
- Compose forms for donor services, such as fund forms, grant recommendation forms, and information packets
- Assist in formulating budget for donor services activities
- Assist the President in preparing individualized plans for further cultivation of existing donors and identification of prospects

2) Grant Making Responsibilities

- Cultivate and maintain current information and leadership connections with area nonprofits
- Monitor emerging community needs
- Function as key staff person for the WCF Grants Committee in all aspects of its work
- Coordinate and communicate the Grants Committee's work in implementing grant processes, website presence, and WCF mission
- Support Communications Manager to ensure materials are in place to demonstrate scope and intent of WCF and fund holder grant making
- Oversee grant-making process for fund holders requiring WCF staff oversight
- Maintain grant-making records
- Monitor grant activity to conform to WCF mission

Skills and Qualifications

- Bachelor's degree or commensurate professional experience
- Five-to-10 years of experience in nonprofit, foundation or educational advancement work. Experience with financial or estate planning would be helpful.
- Track record of establishing relationships based on trust and personal connections
- Excellent presentation skills, including public speaking, written communications and use of electronic media
- Well-organized, goal-oriented and flexible regarding occasional weekend or week night work commitments
- Ability to manage multiple projects
- Excellent computer knowledge with proficiency in Microsoft Office; prefer experience with database software.

Please send your resume, cover letter and references to jwoods@wichitacf.org. No phone calls, mail, or in-person deliveries, please. Application deadline is 5 p.m. on Wednesday, April 30, 2015.