

Be The One



The Community Foundation of Sarasota County has an opening for:

**Administrative Assistant, Donor Engagement**

The Administrative Assistant, Donor Engagement is responsible for providing administrative functions supporting the Donor Engagement Team. Responsibilities may include, but are not limited to: maintaining a tracking system for prospect, donor and professional advisor outreach; working with the Events Coordinator to ensure successful events; working with donors to secure appointments with members of the Donor Engagement Team; conducts donor research; supports all members of the Donor Engagement Team.

**Essential Functions:**

1. Provides service to Donor Engagement Team with drafting, proofing, editing, formatting, preparing, finalizing, and mailing (electronic and hard copy) correspondence to prospects and donors.
2. Provides Donor Engagement Team with donor and donor prospect research.
3. Processes donations into a donor database to include accurate information and copies of documentation.
4. Provides donor with gift acknowledgement and tax receipts of gifts.
5. Provides event support including coordinating volunteer efforts, registration, and coordination with the Events Coordinator to assure smooth operation of the events, and performs other duties as necessary.
6. Assists in securing appointments and scheduling meetings.
7. Generate lists for event invitations and other mailings from FIMS database.
8. Order meals, flowers, send birthday cards and gifts to donors as defined in the stewardship plan.

**Expected Outputs:**

1. Excellent donor customer service by phone, mail, email and in person.
2. Detailed, accurate information provided a donor database and other reports as appropriate.
3. Reports, tracking, calendars accurate and up-to-date, and other support provided for all members of the Donor Engagement Team.
4. Create, update & maintain Donor Engagement Team procedures.
5. Accurate, timely data entry.

**Position Qualifications:**

1. Minimum of 1-3 years administrative support and customer service experience.
2. Non-profit or foundation experience a plus.
3. Excellent written and verbal communication.
4. Strong organizational and problem solving skills.
5. Ability to collaborate and work well in cross-functional teams.
6. Project management skills, and attention to detail.



**Technology Qualifications:**

1. Proficient with Microsoft Office Suite especially Calendar, moderate to advanced skills in Word, EXCEL and PowerPoint.
2. FIMS software knowledge or other comparable software. Ability to become proficient with FIMS software within 90 days of hire.
3. Ability to self-support for basic computer and network problems.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees are will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

**Purposeful Worker**

Goal Oriented  
Gets job done within deadlines  
Self-Motivated  
Takes Ownership  
Accountable  
Maintains required technical skills  
Calm under stress

**Respect**

Respect for importance of everyone  
Empathetic Listener  
Ask and listen  
Provides excellent customer service, both internal & external  
Demonstrates qualities of a Servant Leader  
Under promises and over delivers  
Authentic, honest, genuine

**Inspirational**

Curious about new information  
Creative, independent thinker  
Problem solver – thinks outside the box  
Continuous learner

**Dedicated Team Player**

Works well across disciplines  
Adaptable to change  
Listens to others ideas  
Accepts different assignments

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### **Enthusiastic**

Excited about the CFSC mission

Optimistic, positive attitude

### **About This Opportunity:**

The Community Foundation of Sarasota County has been named one of the *2018 Best Places to Work in Sarasota-Manatee*! This year's list is made up of **27** companies, and if you're counting, we came in at **#12**.

CFSC has been a respected philanthropic force since its founding in 1979. By providing a highly personalized link between donor's dreams and the community's needs, CFSC has helped ensure that people of vision and means have a trusted partner in their commitment to having an enduring impact on the community and causes they treasure. CFSC also believes that everyone can be a philanthropist, not just those with means. Accordingly, CFSC purposefully champions the community goals of its donors, committed at every turn to helping individual community investors achieve the maximum impact for the philanthropic dollars they entrust to the Foundation.

The appeal of this approach is manifested by the \$398 million in assets now held in the Foundation's 1400+ funds. Last year, the Foundation granted over \$34 million in grants and scholarships focusing on donor dreams in areas such as education, health and human services, the arts, animal welfare, and the environment. CFSC is among the top 10% of community foundations nationally.

CFSC expects its team to embody a set of seven core values:

- Compassion
- Empowerment
- Innovation
- Integrity
- Quality
- Stewardship
- Inclusiveness

The future for the Foundation, its supporters and the communities they serve looks very bright indeed, even as the area has very real needs that only philanthropy can address. Florida is unusually well positioned to benefit from the southern shift in the country's population and focus, and Sarasota County's natural appeal will help ensure the area continues to be among the state's most attractive locales, whether for full-time inhabitants, seasonal residents, visitors or investors. The pattern has been building for quite some time, and Sarasota's secret—a low-key but highly livable community—is rapidly becoming public perception.

In 2016, local residents made official something the Foundation had known for a long time: Sarasota County is an exceptionally generous community. More specifically, in just one day in 2016, donors to

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CFSC's 24-hour online Giving Challenge, part of the largest crowdfunding event in US history, donated over \$13.1 million. The 2018 Giving Challenge raised \$11.7 million for more than 630 local nonprofits. Since 2012, the Giving Challenge has raised a combined \$40 million for local nonprofits. The Giving Challenge is but one example of how CFSC welcomes all community philanthropists.

A dedicated advocate of excellence in philanthropy, CFSC is accredited by the Community Foundations National Standards Board, a supporting organization of the Council on Foundations. Perhaps more important locally, the Foundation is widely regarded as a collaborative partner by hundreds of nonprofits serving the people of Sarasota County. Complete information on the Community Foundation of Sarasota County can be found here: [www.cfsarasota.org](http://www.cfsarasota.org)

### **The Location**

The Foundation is located near downtown Sarasota, FL, in a purpose-built headquarters building which was created by the Foundation in partnership with a generous donor specifically to encourage utilization by other community-enhancing organizations. Last year, for example, the Foundation hosted over 12,000 individuals from area nonprofits for community-enhancing initiatives at no cost to the users.

Sarasota is a family-friendly community renowned for its cultural and environmental amenities ("from ballet to bodysurfing"), beaches that Forbes magazine cited as the best in America, a vibrant arts infrastructure and eclectic international cuisine. Located on Florida's west coast, south of Tampa and north of Ft. Myers, Sarasota is one of America's most livable communities.

**All interested candidates should complete an application through the Community Foundation's recruitment website and include a current resume and cover letter.**

**Please apply online at [www.CFSarasota.org](http://www.CFSarasota.org).**