

POSITION DESCRIPTION

Position Title: Civic Leadership Impact Officer
Classification: Exempt
Department: Civic Leadership
Reports to: Vice President, Civic Leadership

I. Position Summary

The Community Foundation for Northeast Florida, Inc. is a nonprofit service organization serving donors and their charitable or philanthropic causes by providing expert assistance in developing unique ideas, approaches, and strategies for giving. All staff members are expected to have an understanding of and commitment to the Foundation's goals and mission; maintain a professional attitude; possess the ability to establish and maintain positive working relationships with others; and be committed to serving the community with passion, integrity, and energy!

The Civic Leadership Impact Officer is responsible for administrative and operational functions within the department. This position maintains Foundation constituent database records and files, provides service support to existing and prospective fundholders, provides event planning logistics and support, and performs other general office duties to support the Civic Leadership department. Additionally, this position will assist with the coordination of content, format, logistics and other details administered by the organization.

The Civic Leadership Impact Officer will assist the Vice President, Civic Leadership in addressing major community challenges through research. This position will also interact with donors and volunteers, assessing their needs, providing information and assistance, resolving issues, and coordinating with other departments in service to donors and grantees.

Activities, groups, and initiatives supported by this position include but are not limited to the A.L. Lewis Black Opportunity & Impact Fund, Foundation collective giving initiatives, the Program and Initiatives Committee, Philanthropic Leadership Initiative, and Donors Forum of Northeast Florida initiative.

II. Detailed Responsibilities

Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.

- Maintain CRM(Salesforce) with accurate donor information, updating records and maintaining database integrity
- Prepare reports from Salesforce, as requested, required for communications and effective management of initiatives
- Coordinate meeting/convening/event registration and logistics, including securing and confirming venue, food, and refreshments, preparing materials and general event support.
- Manage giving circle member engagement strategies, including educational and social events, the annual grants process, steering committee, and other committees.
- Draft and mail correspondence including but not limited to, potential giving circle member

correspondence, invoicing, overdue correspondence, and acknowledgement letters when requested.

- Assist the Vice President, Civic Leadership with research related to community challenges and other matters in support of the Foundation's philanthropic and civic leadership initiatives.
- Provide necessary administrative support for VP, Civic Leadership, including but not limited to scheduling, filing, data entry, meeting minutes and responding to phone and email correspondence.

III. Qualifications and Experience

- Bachelor's degree from an accredited university
- Minimum of three (3) years of experience in not-for-profit or related field. Significant experience with donor cultivation, development and customer relations preferred
- Demonstrate working knowledge and comfort with multiple forms of philanthropic and charitable giving
- Superior inter-personal skills with experience and comfort in working with and relating to individuals of diverse views and backgrounds
- Commitment and experience providing high quality service to donors, volunteers, grantees, and colleagues
- Excellent written and oral communication skills; able to communicate clearly, diplomatically, and persuasively, and to facilitate presentations and meetings; able to prepare written communications, expositive and/or persuasive memos, and other written materials of the highest professional quality
- Strong computer skills including Microsoft Office365; demonstrated skills with customer relationship software, Salesforce preferred, to manage stakeholder relationships
- Ability to manage multiple assignments efficiently and effectively, with strong follow through, and to adapt easily to emergent requests
- Ability to think and act independently with good judgement and minimal supervision, as well as the ability to work well in a team environment
- Strong organizational skills and attention to detail in all work products
- Must demonstrate integrity and excellent professional judgement, analytical reasoning, and problem-solving skills
- A valid State of Florida Driver's license and access to a motor vehicle, as local and some out-of-town travel is required

IV. Working Conditions

Working from Foundation's physical offices is required for this position, with allowance for periodic remote work in accordance with the Foundation's Remote Work Policy.

How to Apply

Interested candidates should submit a resume, cover letter and three professional references to jobs@jaxcf.org. Please include Civic Leadership Position in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

The Community Foundation maintains a policy of nondiscrimination in all conditions of employment, and commits itself to providing equal employment opportunities to all employees and applicants for employment regardless of race, color, religion, sex, age, disability, handicap, veteran status, marital status, national origin, sexual orientation, gender identity or expression, and any other status protected by law.