



Job Announcement

DEVELOPMENT MANAGER

About JCF

Jefferson Community Foundation connects diverse people, ideas and resources to build a future of opportunity for all in Jefferson County, Washington. JCF serves as hub for our community to:

- GIVE donations informed with local knowledge and strategy,
 - BUILD strong and collaborative nonprofits,
 - SOLVE regional issues by working together on solutions.
- Learn more at www.JCFgives.org.

Our Board of Directors and staff are committed to conducting ourselves according to the following **Values**:

Trustworthy:

Accountable for providing exceptional, accurate and responsive service.

Collaborative:

Making choices in the context of community; working cooperatively to achieve shared goals.

Diverse:

Honoring that all people have assets to offer in building the future; working for racial equity and actively engaging and connecting people across traditional divides.

Creative:

Applying mastery in our field to develop effective solutions to challenges without obvious answers.

Kind:

Bringing our whole selves to our work and creating a meaningful daily experience.

Generous:

Modeling the generosity we want to see in the world.

Job Description

Jefferson Community Foundation has grown our grantmaking by over 500% in the last four years. We are hiring an experienced Development Manager to help us continue to grow our capacity and impact. The Development Manager is a full-time position reporting to our Chief Executive Officer and is responsible for supporting the Resource Development Committee and its Ambassadors, as well as collaborating with JCF staff and skilled volunteers to provide excellent communication and responsive services.

Primary Duties & Responsibilities

- Manage administrative tasks within the organization that support the relationship and resource development efforts of the CEO, Board of Directors and Ambassadors.
- Maintain the database of donors, fundholders and prospects ensuring timely task assignments for the larger JCF resource development team.
- Support the process of establishing new funds, for example by ensuring fund agreements are sent and received.
- Administer fund processes, including (but not limited to) Donor Advised Funds, Scholarship Funds, Giving Circles and Field of Interest Funds.
- Provide assistance to fund holders and donors as needed.
- Produce and distribute quarterly fund statements in partnership with Greater Tacoma Community Foundation.
- Collaborate with Finance on transactions related to funds and recurring donations
- Organize and maintain all donor and fundholder files, both digital and hardcopy.
- Process grant allocation requests from fund holders.
- Plan and coordinate all event logistics for donor workshops and networking opportunities.
- Lead JCF's gratitude program, ensuring donors and fundholders are thanked and appreciated as needed by the larger JCF team.
- Support the United Good Neighbors' Give Jefferson Campaign
- Support efforts to serve as a connector between local donors and local nonprofits
- Train and supervise skilled volunteers to assist on projects as needed

Required Qualifications:

- Excellent organizational and data management skills
- Excellent customer service skills and relationship management
- Excellent written and verbal communication skills
- Unquestionable integrity and ability to honor confidentiality requirements
- Ability to effectively organize, prioritize, and manage multiple detailed tasks simultaneously
- Self-driven with ability to also work collaboratively
- Ability to manage up or down, to communicate with our team and activate individuals to collaborate on projects in a positive manner
- Able and willing to navigate change patiently
- Solution-oriented; able to thrive in an entrepreneurial setting; commitment to continual improvement
- Excited by our work and to be part of an evolving organization serving community

Compensation

Salary: \$52,000 per year
Paid Time Off: 18 days a year, plus 10 paid holidays
Insurance: Regence health insurance 80% paid by JCF
Retirement Plan: Simple IRA matched at 3%

Note: JCF is in growth mode and is dedicated to becoming the best employer in Jefferson County. Our goal is to improve our salaries and benefits incrementally on an annual basis as we are able.

How to Apply

Email a Cover Letter and resume outlining why your candidacy to CEO Siobhan Canty at siobhan@JCFgives.org with "Development Manager" in the subject line. Application reviewed as received. Deadline June 11, 2021.

Our Commitment to EOE and Anti-Racism

Jefferson Community Foundation celebrates, supports, and thrives on diversity. We are actively working to be anti-racist. We strive to maintain open-hearts and open-minds as we listen to, engage with, and follow BIPOC communities influencing systemic change in philanthropy. We are an equal opportunity workplace and an affirmative action employer.