Organizational Overview:
Since 1973, the Greater Washington Community Foundation has been a champion of thriving communities and a catalyst for change through local philanthropic engagement, effective community investment, and civic leadership. We work with donors and partners to enhance the quality of life in the District of Columbia, Montgomery County, Northern Virginia, and Prince George's County. Through our grantmaking and community impact initiatives, the Community Foundation works to Build Thriving Communities by accelerating effective solutions to Address Poverty, Deepen Culture and Human Connection, and Prepare for the Future of Work. As the region’s largest local funder, The Community Foundation has invested more than $1.2 billion to build more equitable, just, and enriching communities where all residents can live, work, and thrive.

Essential Functions and Responsibilities:
The Donor Services Associate (the Associate) is a support position providing administrative and programmatic support to the Prince George's County Office. Overall, the Associate supports the work of the Prince George’s Office to recruit new individual, family and corporate donors and to provide top-notch customer service to donors, funders and other constituents. They are a pivotal member of the team, contributing administrative support, ideas and project management to achieve critical development and programmatic targets.

The principal responsibilities include the following:

- Work closely with and as part of the Prince George’s County team to increase philanthropic capital in Prince George’s County including assisting in the planning, launch and execution of its annual fund development plan and community impact initiative(s);
- Provide support in meeting development goals by assisting in researching, identifying, qualifying, solicitation prep, and stewarding prospects and donors for new funds, partnerships, and gifts to The Community Foundation;
- Provide support for The Community Foundation’s annual Civic Leadership Awards by conducting prospect research, drafting solicitation correspondence, outreach and follow-up, data management, and proposal or report preparation;
- Serves as the primary point of contact for donors seeking assistance with transactional aspects of their funds including grant requests and accounts payables;
- Provide excellent high-touch customer service and coordinated account management to donors to both facilitate giving to their funds as well as grants to nonprofits;
- Provide support and assistance with annual donor education and engagement activities, and facilitate connections between donors and nonprofit organizations;
- Provide general administrative support including responding to calls and or emails, conducting research related to fund development and program initiatives. Prepare materials and reports and present data, findings, and implications to diverse audiences.
- Assist in organizing meetings including donor meetings, Advisory Board, Executive and standing committee meetings of the Board. Tracks RSVPs, coordinates catering, and takes and prepares minutes;
• Assist with grantmaking activities including reviewing and analyzing proposals and budgets, preparing correspondence, handling payments and reporting out on grantee outcomes, and extracting information from The Community Foundation’s grants management software.

**DESIRED SKILLS AND EXPERIENCE:**
• Undergraduate degree in a liberal arts, business or other relevant discipline;
• 3+ years of relevant administrative and/or customer service/relationship management experience;
• Outstanding verbal and written communication skills including the ability to present concepts visually;
• Excellent computer literacy including Microsoft Office Suite (Word, Excel, PowerPoint);
• Experience with development and/or alumni database, preferably FIMS and/or Blackbaud’s Raiser’s Edge;
• Excellent conceptual and analytical skills;
• Ability to research and analyze information;
• A self-starter and quick learner with the ability to prioritize effectively, organize workload, meet deadlines, be flexible, pay attention to detail, work independently and function effectively as part of a team;
• Ability to work in a fast-paced, deadline-driven environment, providing a high level of service to multiple staff and stakeholders; and
• Knowledge of the Greater Washington region and specifically Prince George’s County and its nonprofit sector.

**SALARY AND BENEFITS**
Salary commensurate with experience and qualifications. Excellent benefits package, including company paid health, vision, dental, and life insurance for employee. Flexible spending accounts; Retirement plan with employer match. Eleven paid holidays; Flexible work schedule.

**HOW TO APPLY:**
Please submit a resume and cover letter, including your salary requirements and forward to HR@thecommunityfoundation.org.

*The Greater Washington Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.*