

Donor Communications and Events Coordinator Position Announcement

The **Donor Communications and Events Coordinator** is responsible for engaging donors through tailored communications and events. The Donor Communications and Events Coordinator manages the CFGB's donor communications calendar, is responsible for copywriting and design of donor communications, assists in event planning and follow up, and produces timely and accurate gift acknowledgements. The position maintains and updates collateral and relevant portions of the CFGB website and assists in social media strategy and posting.

In carrying out these duties, they will work closely with the Giving Strategies team and the Director of Marketing and Communications in particular. The successful Donor Communications and Events Coordinator will combine a strong attention for detail with creativity and entrepreneurial thinking. The position reports to the Vice President, Philanthropic Services.

The Organization:

The Community Foundation of Greater Birmingham is the largest community foundation in Alabama, with assets of approximately \$280 million, annual grants of \$20 million, and more than 500 component funds representing a variety of donor and charitable interests across the five-county region it serves. Our work serves the Foundation's vision for a just, prosperous and unified region where every person is empowered to reach their full potential.

We hope to achieve this mission by igniting passion for transformational change in partnership with donors, community members, and civic leaders. The Foundation believes in the power of philanthropy to positively impact communities by guiding donors in leveraging their charitable investments and employing clear strategies to guide its own community investments.

Primary Duties and Responsibilities:

- Develop and maintain communications calendar for Giving Strategies Team
- Produce and distribute communications pieces, including:
 - Gift acknowledgement letters
 - Digital and printed newsletters to be distributed to donors and professional advisors
 - Blog posts
- Working with the Director of Marketing and Communications, write and publish social media posts
- Lead the Giving Strategies team in updating and maintaining donor, prospect and professional advisor collateral pieces, including ensuring that all donor, prospect, and professional advisor-focused portions of the website are up to date
- Working with the Giving Strategies team, identify donor stories, schedule and conduct interviews, and highlight donors in various communications
- Design and maintain donor orientation binder and fund overview reports; produce reports as needed for meetings

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- Maintain online donor grantmaking portal
- Assist with all special events
- Manage special projects related to donor stewardship, events and fundraising as assigned
- Provide administrative support to the Giving Strategies team as needed
- Other duties as assigned

Qualifications, Skills and Experience:

- Bachelor's degree or 3+ years of experience, preferably in not-for-profit or marketing and communications fields
- Proficiency in electronic data management and Microsoft Office products
- Preference for proficiency in Adobe Creative Suite
- Superior written communications skills
- Ability to communicate complex information in a clear and compelling manner
- Proficiency in social media
- Ability to work independently as part of the Giving Strategies Team and collaboratively with the Director of Marketing and Communications
- Ability to prioritize and multi-task in a fast-paced environment and manage change as organizational priorities shift
- An active listener
- Commitment to the community and passion for the power of philanthropy

Compensation:

- Starting pay will be commensurate with the selected candidate's background and experience.
- CFGB offers an exceptional benefits package including options for medical and dental coverage, 403(b) retirement plan, a generous schedule of paid holidays, and three weeks of vacation the first year of service (prorated).

TO APPLY, please submit your cover letter, salary expectations, and resume via email to jobs@tateassociatesllc.com with "Donor & Events" in the subject line. To ensure your resume is considered, we respectfully ask that you follow this submission process.

The Community Foundation of Greater Birmingham is an Equal Employment Opportunity Employer.