



KITSAP COMMUNITY FOUNDATION

Kitsap Community Foundation

9657 Levin Rd NW, Ste 220
Silverdale, WA 98383

Donor Services Coordinator

KITSAP COMMUNITY FOUNDATION

A catalyst for the greater good, Kitsap Community Foundation is a nationally accredited 501(c)(3) organization that partners with donors and others to invest in our region's nonprofit organizations to foster a more vibrant Kitsap Peninsula for the benefit of all.

THE OPPORTUNITY

KCF is seeking a self-directed, detailed, technically proficient team member to support philanthropic impact in Kitsap and North Mason counties. You will be the first face of our organization for community members while providing administrative support to our CEO, Board, and philanthropy team, as we work together to inspire transformational abundance in our region.

ESSENTIAL FUNCTIONS

The Donor Services Coordinator plays a crucial role in supporting the CEO and the Board, as well as maintaining and managing the Foundation's CRM (Community Suite), managing event registrations, assisting with the annual online giving day (Kitsap Great Give), and supporting the Foundation's Grants, Scholarships, events, & other programs.

The successful candidate has strong customer service, problem-solving, and organizational skills, as well as the ability to meet deadlines and the desire to work collaboratively with colleagues.

PRIMARY DUTIES & RESPONSIBILITIES

CEO, Board, and Administrative Support

- Board and committee meeting management logistics – calendaring, food, material prep, nametags, venue, minutes, etc.
- Warmly greet all incoming visitors, answer incoming calls, and provide responsive service.
- General office duties such as filing, printing, copying, emailing, ordering and maintaining office supplies, Post Office/Mail Processing
- Managing mailing lists and databases
- Grant and Scholarship administrative support.
- Maintain digital and hardcopy files.



FOR GOOD. FOR KITSAP. FOREVER.

Finance & Operations

- Ensure the accuracy and integrity of data input and output within the donor database (Community Suite). Provide consistent data entry for all donations received.
- Create and provide gift receipts and statements as requested
- Update donor contact and payment information
- Pull reports for mailings, email marketing, and other campaigns as requested.
- Run database reports as needed.
- Assist with logistics, tracking, and correspondence.

Communications and Marketing

- Provide event support for all KCF events as needed, including gala fundraisers, nonprofit and other professional education workshops and seminars, and conferences.
- Assist with the coordination of volunteers in the office and at events.
- Assemble and distribute collateral as needed
- Assist with marketing and nonprofit training efforts for Kitsap Great Give
- Other duties as assigned.

ESSENTIAL COMPETENCIES

- Ability to effectively express ideas, thoughts, and concepts verbally and in writing. Use audience-appropriate style, tone, and approach.
- Strong attention to detail and organizational skills, including time/task management, file/office management, and planning.
- Strong computer skills - use Office365 software and technology with an eagerness to learn new systems that improve our work and our constituents' engagement with KCF. Prior experience with Asana, Access, and Community Suite would be ideal.
- Ability to learn and master other software and cloud-based programs (Community Suite, DocuSign, Survey Monkey, Common Grant Application, Washboard)
- Ability to coordinate details, large and small, to produce engaging, well-attended meetings and events with meaningful follow-up.
- Ability to work well with people of diverse backgrounds.

ESSENTIAL ATTRIBUTES

- A passion for philanthropy and the nonprofit sector and a desire to be part of creating an equitable, thriving Kitsap community.
- Integrity & ethics, especially with respect to the confidentiality of sensitive information.
- Professional maturity to maintain a positive outlook and work constructively under pressure.
- Action-oriented self-starter who can take direction and independently follow through on multi-step activities while strengthening long-term relationships with internal and external stakeholders.
- Flexibility to adapt to new information and a willingness to attempt new ways of solving problems as part of a continuous learning organization
- Persistence to meet or exceed stated goals; approaching objections or challenges with a positive attitude to explore alternative solutions to meet needs.
- Ability to balance the needs and interests of various stakeholders, making decisions involving competing goals, objectives, and priorities.



FOR GOOD. FOR KITSAP. FOREVER.

COMPENSATION

KCF offers sustainable compensation packages that are competitive with similar philanthropic sector positions requiring comparable talent, experience, and skills so that KCF retains a thriving, productive staff team capable of advancing our strategic framework.

The salary range for this position is \$37,000-\$45,000 annually. Benefits include paid vacation, 13 holidays, sick leave, jury leave, employee development training, health care, retirement plan, and free parking.

EQUAL OPPORTUNITY

KCF is an equal-opportunity employer. As such, KCF is committed to treating all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship, veteran or marital status, disability, and all other bases protected by state and federal law. KCF values diversity among its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship.

Please send a letter of interest and resume to hr@kitsapfoundation.org. Resumes will be accepted until the position is filled.



FOR GOOD. FOR KITSAP. FOREVER.