



Northern New York Community Foundation

POSITION: Stewardship & Donor Services Associate

REPORTS TO: Director of Finance

CLASSIFICATION: Salaried Exempt

Purpose of the Position

The Northern New York Community Foundation believes in the importance of responsible stewardship of charitable gifts that make the quality of life in the North Country stronger. We are seeking an individual to join our team and be instrumental in our mission of enhancing the quality of life across the region. We desire for a person that believes in building and sustaining meaningful relationships, while also demonstrating a positive spirit and essential attributes to accomplish the Foundation's values and overall work.

Position Focus

- Accurate and careful execution of donor gifts to the Foundation for the community
- Respectfully facilitate questions and requests related to the Foundation's work
- Lead the management and coordination of community meetings and conversations at the Northern New York Philanthropy Center
- Provide key support for the Foundation's impactful scholarship program

Primary Responsibilities

General Foundation Support:

- As the first impression for visitors and stakeholders to the Community Foundation and Philanthropy Center, the Stewardship & Relations Associate is responsible for greeting visitors in a courteous, efficient manner, providing a professional and positive experience
- Provide support to Community Foundation staff, including phone coverage, meeting and event coordination and logistics
- Prepare draft meeting minutes for the Foundation's Board of Directors and committee meetings; coordinate review by appropriate staff members and publish final minutes.
- Coordinate meeting and event scheduling for the Philanthropy Center, and ensure room readiness and building access for scheduled meetings

Gift, Grant and Data Management:

- Accurately process and facilitate gifts and grants using Foundation software
- Generate timely and error-free gift and tribute acknowledgements, including associated information or documentation, filing, and reports to donors and fund holders
- Update and maintain correct information in the database as necessary to ensure data integrity
- Assist with donor, nonprofit and community stakeholder requests, related to gift and grant inquiries

Scholarship Program Support:

- Organize and execute materials and correspondence related to scholarship awards
- Coordinate and collaborate with area school districts on scholarship awards and opportunities
- Assist the Coordinator of Partnerships in scheduling and planning scholarship/donor events

Other Responsibilities:

- Perform other duties as assigned by Director of Finance
- Responsibly maintain required documents according to Foundation policies

Necessary Attributes

- Superior customer service skills with all constituents
- Exceptional verbal, written, and interpersonal communication skills
- Impeccable attention to detail, accuracy and information integrity
- Ability to effectively multi-task and organize and prioritize work
- Positive, motivated, team-oriented and problem-solver
- Professional demeanor and appearance
- Passion for and commitment to the position and the Community Foundation's work and mission

Work Experience and Education

- Education: Associate's Degree minimum or equivalent work experience
- Minimum of five years in an office environment
- Nonprofit experience a plus
- Proficiency with Microsoft Office and willingness to learn all appropriate Foundation software programs

Requirements

- Résumé, cover letter and three professional references

Salary and Benefits

- Compensation commensurate with salary standards and work experience

How to apply

- Please submit your completed application by no later than **February 10, 2023**, to Max DelSignore, Assistant Director, at max@nnycf.org. You may also mail your application to Northern New York Community Foundation, 131 Washington St., Watertown, New York 13601