



OAK PARK-RIVER FOREST
Community Foundation

An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Development Associate

**Employment Status: Part-Time
(20-24 hrs / week)**

Position Reports To: Philanthropic Advisor

POSITION SUMMARY:

The Development Associate works with the Philanthropic Advisor and other Foundation team members to further the strategic priorities of the Community Foundation, specifically in the area of community and donor engagement. The position will lead the administration and management of the Foundation's giving groups and support all other development efforts, including maintenance of the Foundation's database. The position requires a commitment to advance the mission, vision, and goals of the Foundation.

ESSENTIAL FUNCTIONS OF THE POSITION:

Event Coordination

1. Work with internal partners, including Philanthropic Advisor, Program Director and Donor & Grants Services Coordinator to develop and implement all OPRFCF events.

Donor Stewardship

1. Function as main point of contact for all giving groups (Women Leaders in Philanthropy; Entrepreneur Leaders in Philanthropy, Next Gen Leaders in Philanthropy and Future Philanthropist Program) providing targeted support and development of the donor base.
2. Assist with constituent and relationship data management within the OPRFCF's database.
3. Support the on-line and mailed fundraising efforts as needed, including mailing list production.
4. Provide analytical reports on donor activity as requested.

Other

1. Prepare monthly and quarterly reports for the Philanthropic Advisor as requested.
2. Participate in staff meetings as scheduled, participate in occasional evening and weekend activities and meetings that advance the mission and vision of the organization.
3. Maintain structured and organized files for donor and agency fund holders.
4. Work as a member of a multi-disciplinary team to ensure the effective and efficient operations of the Foundation in a manner that promotes the mission, vision, and values of the OPRF Community Foundation.

The above statements describe the general nature and level of work performed in the job. They do not intend to be an exhaustive list of all duties, and additional responsibilities may be assigned, as required, by management.

QUALIFICATIONS:

- Minimum of a bachelor's degree in a related field and at least two years of professional work experience, preferably in a philanthropic or nonprofit field.
- Proficiency in Microsoft Office applications (e.g. Word, Excel, Powerpoint)
- Experience in managing CRM databases such as Stellar iPhi, Foundant, Salesforce, Raiser's Edge.



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- Excellent interpersonal skills and able to work in cooperation with a wide range of individuals and community members. Experienced in working collaboratively with persons from diverse backgrounds and sectors in the community a plus.
- Excellent written and verbal communication skills.
- Ability to complete projects timely and manage multiple priorities and projects while still paying attention to detail.
- Ability to demonstrate sound judgment in the absence of direct instruction.
- Knowledgeable about the nonprofit sector, in particular fundraising/ development/event planning, or related fields.
- Knowledge of the nonprofit sector in the Oak Park and River Forest community is a plus.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Not applicable

EQUIPMENT OPERATED:

(The following are examples only and not intended to be all-inclusive)

Computers and other standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: None.

Qualified applicants are asked to submit a cover letter and resume to HR@oprfcf.org Applications will be accepted through October 15, 2021.