



OAK PARK-RIVER FOREST Community Foundation

An Equal Opportunity Employer

The Oak Park River Forest Community Foundation is a 501(c)(3) public charity with the mission to unite community members to mobilize resources to advance a racially just society and equitable outcomes for residents of Oak Park, River Forest and surrounding communities. We offer a platform for community stakeholders to collaborate and address overarching issues; provide philanthropic advisory services to donors and manage charitable assets on donors' behalf; and help area nonprofit organizations and programs succeed through training sessions and grant disbursements. Join our team of passionate professionals who strive to make west Cook County a better place to live for all.

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 assist in all other development efforts, including the support of the Foundation's social media presence and ensuring the integrity of the Foundation's donor database. The position requires the ability to be an outward facing representative of the Foundation with a commitment to advance its mission, vision, and goals. A hybrid work schedule will be considered.

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. Support the social media efforts of the organization.
2. Prepare monthly and quarterly reports for the Philanthropic Advisor as requested.
3. Participate in staff meetings as scheduled, participate in occasional evening and weekend activities and meetings that advance the mission and vision of the organization.
4. Maintain structured and organized files for donor and agency fund holders.
5. 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.



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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 REN iPhi, Foundant, Salesforce, Raiser's Edge.
- Excellent interpersonal skills and able to work in cooperation with a wide range of individuals and community stakeholders. Experienced in working collaboratively with and maintaining positive relationships with persons from diverse backgrounds and sectors in the community a plus.
- Excellent written, verbal and presentation communication skills.
- Detail-oriented with the ability to efficiently manage multiple concurrent projects.
- Ability to demonstrate sound judgment in the absence of direct instruction.
- Ability to handle donor and grantee information with complete confidentiality.
- Knowledgeable about the nonprofit sector, in particular fundraising/ development/event planning, or related fields.
- Knowledge of the nonprofit sector in the Oak Park, River Forest and surrounding communities a plus.

Qualified applicants are asked to submit a cover letter and resume to HR@oprfcf.org Applications will be accepted through April 15, 2024.