

POSITION DESCRIPTION

JOB TITLE:	Donor Relations Officer	STATUS:	Exempt
REPORTS TO:	Director of Donor Engagement	HOURS:	Full Time
DATE:	January 2021	DEPT:	Relationships

CFT's Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

[Communities Foundation of Texas'](#) main focus is to enhance the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research and public safety and 3) strengthening the local philanthropic sector of donors and nonprofits; all with a lens of equity and inclusion. CFT programs include [Educate Texas](#), [Working Families Success Network](#), the W. W. Caruth, Jr. Fund and other key initiatives. Since 1953, CFT has granted more than \$2 billion to support nonprofits in our region, across the nation and the world. Learn more at www.CFTexas.org and through this [recent overview video](#).

Summary

The Donor Relations Officer is responsible for carrying out the mission of the foundation by prospecting a diverse range of new individuals, families and corporations to become CFT fund holders and partners, while also facilitating cultivation and stewardship strategies for existing CFT fund holders and relationships. The Donor Relations Officer focuses on providing exceptional and differentiated service, both internally and externally to prospective and existing donors, colleagues and other stakeholders.

Key Responsibilities

- Increase the foundation's assets through:
 - Creating and cultivating a prospect list of individuals, families and businesses, with a particular focus on racial and ethnic diversity;
 - Engagement efforts with existing fund holders that result in additional gifts to CFT funds;
 - Establishing CFT's role as a strategic and meaningful partner with individuals, businesses and foundations in communities of color;
 - Converting portfolio prospects and referrals to secure new gifts and funds; and

- Serving as part of the Donor Relations & Services Team to share CFT services and solutions as a part of the foundation's development strategy.
- Strategically manage outreach, engagement, and stewardship of an active and diverse portfolio of CFT fund holders with a capacity for major gifts including six and seven figure donations, serving as a proactive partner for enhancing and deepening their individual philanthropy and keeping them informed of CFT's programs and philanthropic partnership opportunities.
- Facilitate through philanthropic consulting customized short- and long-term solutions to meet fund holder needs, helping connect them to appropriate resources within CFT and the community.
- Handle complex donor, grant and fund issues through advanced research, communication, and documentation.
- Manage and steward multiple types of CFT funds, for example scholarship and designated funds, in addition to donor-advised funds.
- Collaborate with Marketing/Communications Department to plan and oversee development and execution of donor-related publications, messaging, strategy, and events related to job responsibilities.
- Additional responsibilities within the Relationships Department include:
 - Representing the Foundation publicly at events and meetings, which may include public speaking and media opportunities;
 - Supporting CFT's commitment to meeting the philanthropic needs of racially and ethnically diverse communities;
 - Serving on internal CFT committees;
 - Supporting North Texas Giving Day, as appropriate;
 - Other responsibilities as assigned.

Qualifications

- Bachelor's degree required
- 5+ years successful experience in fundraising, stewardship or a related field, with positions of increasing responsibility and accountability in a goal-oriented setting
- Portfolio management experience and major gifts work a plus
- Knowledge of Raiser's Edge, or experience using other CRM platforms, a plus

Skills & Requirements

- Effective communicator: verbal, written, and presentations
- At ease communicating and networking with various internal/external stakeholders
- Ability to manage multiple assignments and tasks simultaneously
- Ability to adjust approach and messaging to the needs and nuances of different audiences
- Demonstrated strategic thinking and planning skills combined with the ability to implement effective operating plans
- Ability to analyze data to inform decision-making
- Strong connections and experience with Latino, African American, and/or South Asian communities across North Texas. Broad North Texas connections overall.
- Ability to engage with high profile constituents and be at ease and responsive to their complex needs
- Sound judgment and integrity; creativity and a willingness to try new approaches; and a high level of energy, enthusiasm, and dedication to the mission and objectives of the foundation
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Send your cover letter, resume and salary requirements to:

careers@cftexas.org