

## **Position: Philanthropic Services Coordinator**

**Reports to:** Director of Philanthropy/CEO

**Position Type:** 20-30 hours per week

**Community Foundation of Utah's Mission:** We are Utah's Partner in Philanthropy, pioneering innovation and collaboration to invest in our community today for a brighter tomorrow.

**Summary:** The Philanthropic Services Coordinator serves a vital role in fulfilling the Community Foundation of Utah's (CFU) mission by championing our work, cultivating and maintaining key relationships, and administering critical philanthropic resources for our community.

### **Position**

The Philanthropic Services Coordinator administers and facilitates grantmaking for CFU's charitable funds, providing vital support to Utah's nonprofit community. Additionally, the Philanthropic Services Coordinator works to execute strategies that allow CFU to develop deeper relationships with fundholders and generate greater donor awareness of, and engagement with, CFU's breadth of philanthropic services. This position will also serve as key support for overall office administration.

CFU is a dynamic organization dedicated to catalyzing philanthropy in Utah by maximizing the potential of every philanthropic dollar. Over the past fifteen years, CFU has deployed over \$550 million in grants to nonprofit organizations, while spearheading a variety of community initiatives to address our state's most pressing challenges. As a dynamic organization, every day brings new opportunities. Our organizational culture embraces constant iteration and a desire for excellence. CFU seeks professionals who embrace full ownership of their roles and are inspired to work with an organization building a better future for Utah.

### **What You Will Do**

#### **Donor Grants Administration**

- Weekly grants administration for all donor advised, corporate advised, and agency funds
  - Processing grants in our fund management platform, Foundant
  - Working with Separately Managed Account advisors to coordinate grant requests
- Weekly due diligence on all grant recipients, ensuring proper IRS compliance
- Entering and updating data within Foundant and running relevant reports
  - Foundant data management and maintenance
- Generating and distributing grant letters to nonprofit recipients
- Sourcing ACH information from relevant nonprofits
- Collecting gift acknowledgment letters for grants from the Community Trust of Utah
- Supporting Philanthropic Services Team on new fund acquisition and setup
- Other philanthropic services duties as assigned
- Supporting the Finance Team as needed
  - Verification of ACH information
  - Donor Advised Fund reporting documentation

## **Donor Engagement**

- Working with Philanthropic Services to identify and implement more effective donor management and engagement strategies
- Supporting Philanthropic Services with donor onboarding as well as donor inquiries, communications, and donor general-related projects and tasks
- Interface with the Programs to communicate needs and identify opportunities for greater inter-team collaboration
- Other donor engagement duties as assigned

## **Office Administration**

- Administer memberships, certifications, registrations, insurance policies, and vendors
- Schedule appointments, all-staff meetings, and general office scheduling
- Order office supplies, facilitate mail, and general office management and oversight
- Respond to general inquiries and schedule meetings as needed
- General administration duties or special projects as needed
- Provide logistical support to other CFU initiatives led by other CFU team members
- Support IT Service Provider with onsite management of phone systems, printers, internet, staff computer setup, software management, and other organization IT needs

## **What Experience You Will Need**

- A passion and understanding of community-driven philanthropy to solve some of our community's greatest challenges
- A minimum of two years' work experience in a professional office environment; Bachelor's degree preferred
- Strong organizational and time management skills with exceptional attention to detail
- Excellent research, writing, editing, and communication skills
- Outstanding interpersonal skills and a desire to connect with community members, staff, and CFU's Board of Directors
- A desire to learn and grow with a "can do" attitude, broaden skill set and knowledge
- Facile with core Microsoft programs and a high level of digital literacy
- Willingness to work occasional evenings or weekends
- Data collection and evaluation experience a plus

## **Who You Are**

- Strong interpersonal skills with a client service orientation
- Comfortable with financial complexity and able to effectively apply financial information to grantmaking processes and other relevant tasks
- Ability to juggle multiple and disparate priorities efficiently and smoothly
- Willing and able to adapt, change, or streamline processes based on shifting priorities, changing circumstances, and/or stakeholder resources and capacity
- Intrigued by the potential of innovative philanthropy to transform communities
- Understand the value and impact of continuous learning and iteration
- Unafraid of the unknown or unfamiliar
- Transparent communicator open to both give and receive constructive feedback
- Eager to empathize with, and integrate, diverse perspectives and approaches

## **CFU Benefits**

- Hybrid Schedule
- 36-hour work week
- Floating holidays
- Central Salt Lake City Office Location

Submit your resume to [info@utahcf.org](mailto:info@utahcf.org), along with a short message about how you heard about the position as well as how your own skills, experience, and qualifications could enhance the role and benefit CFU's mission.

This job description is intended to describe the general requirements for the position. It is not a complete statement of duties, responsibilities, or requirements. Other duties not listed here may be assigned as necessary to ensure the proper operations of CFU programming.