



POSITION PROFILE

Donor Relations Associate

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In partnership with Summit Search Solutions, Inc.

PHOTO BY TRAVIS BORDLEY

THE COMMUNITY FOUNDATION OF WESTERN NORTH CAROLINA

“CFWNC inspires philanthropy and mobilizes resources to enrich lives and communities in Western North Carolina.”

Located in beautiful Asheville, NC, [The Community Foundation of Western North Carolina](#) (CFWNC), a community of givers, is a nonprofit organization founded in 1978 to build a permanent pool of charitable capital for the 18 counties of Western North Carolina including the Qualla Boundary. CFWNC manages charitable funds for individuals, businesses, and charitable organizations, and makes grants toward the region's pressing needs and promising opportunities. This [short video](#) succinctly describes CFWNC's core mission.

A community foundation has three functions: making grants, serving as a vehicle for philanthropy, and providing leadership in the region it serves. CFWNC:

- Works with donors to create charitable funds according to their specific interests and needs.
- Informs donors about critical issues and matches them with giving opportunities.
- Responsibly manages the charitable assets in its care.
- Makes grants and provides support to nonprofit 501(c)(3) organizations and public agencies.
- Encourages and participates in community initiatives and partnerships.
- Builds awareness of the importance of philanthropy.



Serving Western North Carolina

Quick Facts:

- In partnership with fundholders, the Foundation has:
 - Distributed \$29 million in Fiscal Year 2021 to hundreds of nonprofit organizations in the region and beyond.
 - Granted more than \$305 million since inception in scholarships to students and grants to nonprofit organizations and public institutions across the 18-county region and beyond.
 - Managed more than 1,200 philanthropic funds with a total of \$448 million (December 2021) in assets with a long-term [investment strategy](#) to permanently protect and grow these funds.
- Governed by a volunteer [board of trustees](#) who are chosen to represent the public's interest.
- CFWNC is a 501(c)(3) tax-exempt organization; contributions are tax-deductible to the extent permitted by law.

Click here to view [CFWNC's 2021 Annual Report](#).



CFWNC VISION

Our vision is a vibrant 18-county region where all people can find opportunity and enjoy Western North Carolina's many resources.

Our actions reflect our values:

- We listen, cultivate relationships, and build collective support to address community needs.
- We commit resources to these needs and inspire others to join us.
- We draw on our regional expertise to guide this work.
- We make giving easy, effective, and enduring.

To learn more about CFWNC, check out the following:

- CFWNC 40 Years: www.youtube.com/watch?v=mdgAtv9mpY8
- Passion Is Our Strength: www.youtube.com/user/cfwnc09
- YouTube Channel: www.youtube.com/user/cfwnc09/videos



CFWNC's strong financial health and commitment to accountability and transparency has earned a **4-star rating** from Charity Navigator, America's largest independent charity evaluator.



The National Standards Seal indicates official confirmation from the [Council on Foundations](#) that CFWNC has met the most rigorous standards in philanthropy.

CFWNC has four focus areas for its grant making. These focus areas include Natural and Cultural Resources, Food and Farming, Early Childhood Development, and Human Services (formerly People in Need). CFWNC values diversity in its grant-making and workforce.



THE OPPORTUNITY

Donor Relations Associate

The Position

The Donor Relations Associate (DRA) is a frontline contact for individuals and families who have established a fund at the Foundation. The DRA also supports two Donor Relations Officers (DROs) and the Foundation President, who provide strategic advisement to fundholders and donors. The DRA has responsibilities related to client relations, communication, coordination, data management, basic fund administration, and event support. Specific responsibilities include:

- Provide administrative support and tracking for communication (in all forms) related to donors and funds.
- Support and execute key communications with fundholders.
- Serve as key team resource for CSuite (a customer relationship management database).
- Work with IT Director and DROs to research and implement technologies related to donor stewardship.
- Co-administer Online Fund Access platform including site maintenance, troubleshooting, documentation, and user support.
- Co-coordinate logistics for donor events, including configuring invitee lists, creating and sending invitations, tracking RSVPs, preparing collateral materials, and providing on-site support. (These events may occur outside normal working hours of 9 am to 5 pm.)
- Manage administrative tasks and reporting related to fund activity, donor relations, and stewardship.
- Provide administrative support to DROs and Foundation President.
- Provide administrative support for Focus Area grant cycles including co-investment tracking, end-of-cycle thank you coordination, and post-grant site visits.
- Support President with preparation for Board of Directors meetings including communications, attendance tracking, material coordination, taking meeting minutes, webpage updates, and reception planning.
- Support President with preparation for Executive Committee and Nomination Committee meetings.
- Other duties as assigned.

Experience, Skills, and Knowledge:

- Experience in client relations preferred. Knowledge related to donor relations or philanthropy would be a plus.
- Computer proficiency including direct experience with data entry and reporting using an integrated database system and Microsoft Office.
- Ability to collaborate in a team environment.
- Excellent organizational, written, and verbal communication skills.
- Commitment to continuous improvement and accountability.
- Excellent interpersonal skills and comfort in working with a variety of different stakeholders.
- As with all CFWNC staff, assume responsibilities necessary to meet CFWNC's strategic goals.
- Willingness to travel (minimally) in Western North Carolina.
- Brings a sense of humor to the position.

Compensation and Benefits

Starting salary range for this position is \$38,000 - \$42,000. Compensation will be commensurate with skill level and experience with an annual performance and salary review. Foundation employees participate in a Paid Time Off accrual system initially equivalent to 25 days off per year representing vacation and sick time, plus eight additional paid holidays and paid parental/family leave. CFWNC offers participation in group health, dental, vision and retirement plans to eligible employees.



PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Please submit a PDF version of your resume and a brief letter of interest explaining your suitability for this position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su287>.

To make recommendations or for more information, please contact:

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Applications are encouraged from people with diverse experience and backgrounds. CFWNC is an equal opportunity employer. Employment opportunities at the Foundation are available to qualified applicants without regard to race, religion, creed, color, sex, age, national origin, disability, height, weight, veteran's status, sexual orientation, gender identity, or marital status. All CFWNC employees are subject to a criminal background check; a criminal record is not an automatic barrier to employment and will be reviewed on a case-by-case basis.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Kansas, Maryland, New York, North Carolina, and Utah.



ASHEVILLE, NORTH CAROLINA

Nestled in North Carolina's scenic Blue Ridge Mountains, Asheville is known as an artist's community and college town at heart. In *US News and World Report's* list of **"Best Places to Live,"** Asheville is ranked #48 out of 150 U.S. cities. With its unique mix of hipster coffee shops, award-winning restaurants, outdoor activities, and more breweries per capita than anywhere else in the U.S., you will discover many unique spots in Asheville!

Interesting facts about Asheville and its surrounding areas:

- Ranks as #4 in the **"Best Places to Live in North Carolina"** and #14 in **"Best Places to Retire in the US"** by *US News and World Report*.
- The **Pisgah** and **Nantahala National Forests** are right next door to Asheville as well as the famous **Blue Ridge Parkway**, while the historic **Appalachian Trail** is less than an hour away. Asheville was named as one of the **"15 Best Places to Hike"** in the world by Wildland Trekking.
- Ranked as one of **"5 of the Healthiest and Greenest Cities in America"** by *GreenerIdeal.com*.



For additional information on Asheville, North Carolina, visit:

[Asheville Chamber of Commerce](#)
[Explore Asheville](#)