



Regional Charitable Giving Officer Coachella Valley (CV)

JOB DESCRIPTION & POSTING

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OVERVIEW OF IECF

The Inland Empire Community Foundation (IECF) is the Inland Empire’s largest and only nationally-certified community foundation, serving a growing, diverse, and vast region of communities and thousands of donors. IECF has served the region for 80 years- and holds \$130 million in donor and agency funds directed to causes that benefit the region. Over the last three years, IECF has emerged as a leading anchor organization, driving funding and strategy for a more resilient and collaborative region. From leading California’s investments for Census 2020, to adopting a lens of equity for its work, IECF is on a mission to build a culture of philanthropy the creates a more vibrant, generous, and just region—with unlimited opportunities, for all.

JOB SUMMARY

This virtual office and part-time position leads asset development/fundraising, donor identification and cultivation and stewardship efforts in the Greater Coachella Valley. The person in this position will; increase awareness and charitable giving to IECF, its programs, initiatives, and philanthropic efforts, including IECF’s Here for Good Fund as well as 7 others being promoted as part of IECF’s 80th Anniversary Campaign. Signature Funds are expanding access to the arts, empowering the IE’s Black and Latino communities, investing in the Salton Sea’s restoration, elevating women’s economic issues, honoring our veterans, and ensuring local journalism and media stays strong in the IE. Each fund is raising at least \$80,000 this year, and IECF’s Board is leading this charge.

The Regional Charitable Giving Officer Coachella Valley coordinates with Senior Vice President of Charitable Giving in the development of a comprehensive asset development plan to meet established fundraising goals and growth strategies for the region and organization.

SUMMARY OF MAJOR JOB RESPONSIBILITIES

- 65% Major and annual gift fundraising including identification, cultivation, solicitation and stewardship of prospects
- 15% Support of strategic relationships
- 10% Event attendance and support including fundraising, cultivation and stewardship events
- 5% Planning & Administrative activities
- 5% Other Duties as Assigned

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage a portfolio of major giving prospects focusing on soliciting major gifts, presenting proposals, making an annually established goal of face-to-face meetings with donors and prospects monthly.
- Set individual meetings with prospective donors for the purposes of major gift/fund creation & solicitation, partnering with the Sr. VP of Charitable Giving, Impact & Program Development, IECF staff, volunteers or others as appropriate.
- Strengthen relationships with current and past Fund Holders, Brouse Legacy Society Members, PAC Members and other stakeholders in CV.
- Identify, cultivate, and steward current and prospective donors, including donors, corporations and foundation and other constituents.
- Process gifts received, create personalized correspondence, prepare annual and ongoing budget requests, report information at development and staff meetings as well as in CSuite (IECF's database).
- Assist in planning, implementing, and managing fundraising, cultivation, and stewardship events annually for IECF in the CV region, many of which are held evenings and weekends.

QUALIFICATIONS

- Bachelor's degree from an accredited four-year college or university.
- Minimum of five to seven years fundraising experience and securing gifts of at least \$25,000.
- Ability to work effectively autonomously and collaboratively in a high functioning team environment.
- Ability to direct the design of strategies for cultivation and solicitation of prospective donors in consultation with the Sr. VP of Charitable Giving and Planned Giving Officer.
- Ability to create and coordinate appropriate events for cultivation and stewardship.
- Ability to use a strategic planning approach to develop relationships and funding for IECF initiatives and programs as well as to meet donor aspirations and goals through many of IECF's charitable vehicles.
- Ability to work virtually and travel for events, programs, meetings, IECF business, and other activities.

COMPENSATION

Compensation will be commensurate with skill level and experience with an annual performance and salary review; anticipated hiring salary range for this position is \$50,000-\$55,000 for 60% time or 24 hours per week, based on proven experience meeting the qualifications in the job description.

EEO STATEMENT

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the job of Regional Charitable Giving Officer Coachella Valley along with a resume to Kim Potter, Executive Assistant at kpotter@iegives.org. The position will remain open until a successful candidate is found and hired. Please check our website to determine if the posting is still open at iegives.org/about/iecf-overview/#job-opportunities. For questions, contact Brie Griset Smith, Sr. Vice President of Charitable Giving at bgrisetsmith@iegives.org.

To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.