

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

Donor Relations Coordinator

In this role, the Donor Relations Coordinator will support and embody an EPIC mindset to support the Philanthropy Department in meeting its goals by maintaining and expanding donor and volunteer relationships, and by playing a critical part in the work and dedication of Community Action Partnership of Orange County's initiatives. CAP OC's mission is to seek to end and prevent poverty by stabilizing, sustaining, and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community – the rewards of joining our team are immeasurable.

WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake, we strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together, we continually assess and improve the way to work and enhance the strategies we employ to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community, we are working to do the things that have not been done - empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS** and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**, and we value the work we do, the people we serve, and we and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by the sharing of ideas and are not afraid to try new things that serve to increase our educational capacity. We think outside of the box and challenge preexisting assumptions about issues of poverty.

We strive to reach our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of Community Action Partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.



We have remained true to our mission “We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the direction of the Philanthropy Director, the Donor Relations Coordinator will help maintain donor, volunteer and donor relationships by accurately updating the donor database, processing and acknowledging gifts, as well as assisting with the coordination corporate volunteer groups.

This position pays at \$23.00 per hour.

This position will work a hybrid schedule, with two days or more in the workplace as needed and determined by the reporting manager.

ROLES AND RESPONSIBILITIES

- Assist with individual donor stewardship efforts including acknowledgement letters, thank you cards, donor appreciation gifts, and other communications via phone and email.
- Assist with managing multiple external partners and facilitating the completion of project deliverables.
- Draft proposals for \$5,000 and under funding opportunities
- Coordinate logistics for fundraising events, such as local house parties, donor cultivation events, and annual fundraisers.
- Develop and execute recruitment strategies and plans with corporate and business volunteer groups to ultimately build a pipeline of volunteers, donors, and strategic partners.
- Cultivate relationships with current and prospective corporate volunteer groups to encourage giving and involvement with the agency.
- Oversee assigned Giving Campaigns.
- Required to travel to other CAP OC sites and events within Orange County.
- Other duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Developing and maintaining professional relationships
- Organizational skills
- Clear, concise, effective writing
- Keen business acumen
- Communication proficiency
- Planning and project management
- Driving results

IDEAL CANDIDATE MUST BE

- **Creative/Innovative:** Develop new and unique ways to obtain corporate/business donations
- **Relationship Builder:** Able to build, maintain, and grow strategic, proactive relationships with potential corporate and business sponsors and partners, and other supporters of the philanthropic community
- **Skilled writer:** Ability to appeal to different audiences in a persuasive voice and with a strong understanding of language arts
- **Communicative:** Possess dynamic public speaking skills as well as be an effective individual communicator who is comfortable interacting, on the phone and in-person, with high-level executives
- **Mission Focused:** Embrace and articulate the mission, values, and aspirations of CAP OC
- **Ethics Focused:** Understand ethical behavior, business practices, and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- **Inclusive:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization and those we serve

EDUCATION AND EXPERIENCE

Bachelor's Degree required with a minimum of two years of non-profit oversight, fundraising, volunteer engagement, and community outreach experience. Familiarity with software systems Raiser's Edge NXT and/or Raiser's Edge and Volunteer Hub preferred.

TRAVEL

Must possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC's insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is required throughout Orange County, and occasionally to other areas as needed, during the business day using the incumbent's personal vehicle. Possible travel during evening hours, possible out-of-the-area and overnight travel may be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk, and hear. Vision abilities include close vision, distance vision, color vision, ability to adjust focus, and perform prolonged computer work. The employee must regularly lift and/or move objects up to twenty (20) pounds. Employee may be called upon to work outdoors in varying temperatures and weather conditions.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan, and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action Partnership Orange County changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

