



Donor & Community Engagement Associate

Salary Range: \$58,000 - \$63,000

**POSITION SUMMARY:**

The Orange County Community Foundation (OCCF) is seeking a highly motivated and detail-oriented team player for our Donor & Community Engagement Associate.

Reporting to the Director, Donor & Community Engagement.

**ABOUT ORANGE COUNTY COMMUNITY FOUNDATION:**

The Orange County Community Foundation combines giving strategy, community intelligence, enduring relationships, and heartfelt intention to amplify the power of giving and its profound result: greater good in Orange County, and beyond. We serve as a resource for individual and family philanthropists, facilitate grant and scholarship programs, and lead community-based initiatives. We inspire giving and connect people and resources to create sustainable impact, granting more than \$1 billion since 1989 in Orange County, across the country, and around the world.

OCCF's team is an innovative, mission-driven group focused on recognizing promise, convening key players, and applying our unique capabilities to create momentum for good, together. As trusted, strategic advisors, we promote stronger connections, encourage generosity, and provide exactly what is needed to fuel growth and guide good. We are tenaciously committed to ensuring that our donors, non-profit partners, and beneficiaries feel truly understood. Deeply listening, investing time and energy conducting rigorous research, and fostering close personal relationships is how we cultivate understanding at every step.

Our mission is to transform our community's heartfelt intention into greater impact for good.

**OCCF at a Glance**

Annual grantmaking of \$100 million, ranking as the 7<sup>th</sup> most active grantmaker among more than 800 U.S. community foundations.

Home to more than 640 charitable funds benefiting a wide range of causes.

Total assets of \$605 million, ranking in the top 7 percent in assets among U.S. community foundations.

Average annual contributions exceeding \$100 million.

Recipient of a 4-star Charity Navigator rating for sound fiscal management and commitment to accountability and transparency.

**RESPONSIBILITIES:**

This position supports the Diverse Community Team, the Donor & Community Engagement Team, and OCCF's Community Partners.

**Giving Days Program and Event Coordination – 40%**

- Communicating with nonprofits regarding their eligibility to participate in Giving Days
- Planning, scheduling, and coordinating each Giving Day
- Providing communication tools (OCCF Community in Conversation App), training tools, and campaign support to nonprofit participants
- Planning and implementing the Giving Day Summit

**Nonprofit Engagement and Capacity Building – 30%**

- ***Support OCCF Community Impact Initiative Programs***
  - Convenings
  - Outreach and Communication with partners & grantees
  - Capacity building opportunities
  - Participate in Grant Review Committees
- ***Assist with community meetings and events***
  - Set up conference rooms with technology needs.
  - Prepare food and drinks.
  - Print and prepare meeting materials.
  - Be available during and after meetings to provide assistance and clean-up, as needed.
  - Handle any additional items that may arise in support of these activities.
- ***Provide support for Agency Endowment Funds***
  - Responding to requests for Fund Balance
  - Statements
  - Amount available for granting.
  - Contributions
- ***Coordinate site visits with nonprofits for the DCE Team***
  - Scheduling
  - Communicating with nonprofit participants
  - Coordinating DCE assignments
  - Documentation and Reporting through Salesforce.
- ***Update Salesforce records as needed***

**Scholarship Administration-25%**

- Update scholarship related documents on a yearly basis (fund guidelines/exhibits, revise contracts, award agreements, and related material as necessary)
- Due Diligence of student documents including applications, transcripts etc.
- Coordinate with donors, nonprofit organizations, and education institutions to confirm award amounts and scholarship program operations and availability
- Manage Student/University correspondence
- Prepare and distribute award declination letters.



- Process scholarship invoices and award payments to ensure proper authorization, availability of funds
- Check Processing & creation of corresponding documents including grant backup documents
- Create quarterly accrual lists for finance and assist with reconciliation
- Develop a promotion strategy for scholarships to increase the number of qualifying scholarship applications and promote awareness of scholarship opportunities
- Create various reports as needed for donors and OCCF staff containing performance measurement data as well as other research
- Attend scholarship events as needed

#### **DCE Administrative Support – 5%**

- Back up to the DCE Administrative Assistant on an as-needed basis

#### **MINIMUM QUALIFICATIONS:**

##### **Education**

- Bachelor’s degree (major in Nonprofit Management, Communications, or Business preferred) or equivalent knowledge and experience.

##### **Experience**

- 3 years of experience in providing program/administrative support; non-profit experience preferred.
- Strong interpersonal skills, and ability to effectively communicate, build, and develop relationships with grace and compassion at all levels both inside and outside the organization.
- Well-organized with the ability to successfully manage multiple projects and prioritize effectively.
- Well-developed attention to detail in all facets of work responsibilities
- Reliable, in attendance, and timely completion of work/projects
- Highly proficient in computer applications and software such as Microsoft Office, Salesforce, Canva, and Internet research

#### **COMPENSATION & BENEFITS:**

The ability to work for an organization with a phenomenal mission, positive team-oriented work environment, a competitive salary range is \$58,000 - \$63,000 (Non- Exempt) and will be commensurate with experience) as well as incredible benefits including Medical, Dental & Vision, 403(b) retirement plan with an automatic contribution by the organization, 2 weeks of vacation, 2 weeks of PSL, 10 annual paid holidays and the opportunity for a 9/80 work schedule. The position will have the opportunity to work from home one day per week.

#### **TO APPLY:**

For immediate consideration, please apply with your resume and cover letter, formatted in Microsoft Word, via: [careers@oc-cf.org](mailto:careers@oc-cf.org) to the attention of Sharon Johnson, Sr. Director of People and Culture.

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made. The deadline to apply is **August 2<sup>nd</sup>, 2024**.



**WORK LOCATION:**

19200 Von Karman Ave., Suite 700  
Irvine, CA 92612

Orange County Community Foundation is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.