



## Philanthropy and Communications Officer

Reports to: President and CEO  
Position type: Full time, non-exempt  
Location: Olympia, WA  
Salary: \$45,000 to \$60,000 per year, for full-time employment

### About the Community Foundation of South Puget Sound

The Community Foundation of South Puget Sound (CFSPS) is a philanthropic organization that inspires charitable giving in Thurston, Mason, and Lewis counties. The Community Foundation stewards more than \$40 million in assets across more than 115 separate funds. Since its founding in 1989, the Community Foundation has awarded more than \$17 million in grants and scholarships.

As a community foundation, the Community Foundation of South Puget Sound plays a unique role in our region. Through philanthropic services, stewarding charitable resources, connecting donors to community issues, inspiring local giving, supporting community partnerships, listening to our communities, serving as a knowledge hub, prioritizing equity, and building capacity for community organizations, CFSPS provides a wide range of resources that help individuals and organizations work together for a stronger community. Visit [www.thecommunityfoundation.com](http://www.thecommunityfoundation.com) to learn more.

### The Role

A newly created position, the Philanthropy and Communications Officer will have an exciting opportunity to help build the Community Foundation of South Puget Sound's next phase of growth and engagement. The Philanthropy and Communications Officer will work closely with the President and CEO on the organization's asset development, fundraising, and communications strategy. We are seeking a professional to implement our development and communications work and engage stakeholders, including donors, fundholders, and nonprofit partners. The right candidate has excellent interpersonal and communication skills, and experience with fundraising or communication efforts.

The Philanthropy and Communications Officer will play a major role in the following aspects of our work:

- Philanthropic services and stewardship
- Communications and marketing
- Annual fundraising
- Grant writing and reporting
- Fund development
- Legacy and planned giving
- Inspiring, promoting, and highlighting generosity across our communities

### Responsibilities

- Lead philanthropic services and stewardship, including advising donors and fund administration

- Develop opportunities for donors and community members to engage and learn about our communities and our nonprofit partners' work
- Lead annual operations fundraising and fundraising for Community Foundation initiatives
- Manage and support fundraising and stewardship events
- Manage and implement communications strategy and plan, including social media, Give Local communications, press releases, email newsletters, and more
- Work closely with the President and CEO to implement a legacy society and planned giving program
- Work closely with the Finance Director to implement gift processing, gift acknowledgement systems, and our CRM
- Participate in promoting and advancing diversity, equity, and inclusion within the Community Foundation and in the broader community
- Assist with program activities, especially as it relates to donor and volunteer engagement around strategic initiatives and grantmaking programs
- Represent the Community Foundation with donors, nonprofits, staff, and the community
- Assist in other general duties as required

**Preferred Qualifications:**

- Understanding and familiarity with nonprofit fundraising, planned giving, communications, and/or philanthropy
- Exceptional interpersonal, verbal, and written communication skills
- Demonstrated track record of building trusted relationships with donors and a diverse range of individuals
- The ability to lead and balance short- and long-term work
- Experience leading and managing project plans and timelines
- Able to manage a high level of responsibility to with strict attention to detail
- Ability to work both independently and collaboratively
- Contributes to the creation of a diverse and inclusive work culture
- A Bachelor's degree is preferred or combination of experience and education
- 4+ years working in development, communications, or similar fields such as sales or marketing.

We believe valuable experience comes in many forms, so even if your background doesn't match everything we have listed in the job description, we still encourage you to apply and tell us why your skills and experience could support our work to further the Community Foundation's mission.

We seek to build an organization that truly embodies the diverse experiences of our South Puget Sound communities. We strongly encourage applications from people of color; immigrant, bilingual, and multicultural individuals; people with disabilities; members of the LGBTQIA+ community; and people with other diverse backgrounds and lived experiences.

**Physical Demands and Working Conditions**

The majority of the work is performed in a general office setting. The job requires the capability of working at a personal computer for extended periods. Event support may require extended periods of physical activity involving standing, walking, and moderate lifting. Staff is currently working remotely. This position will be based in our office in Olympia, WA and will eventually require in-office presence 2-4 days per week. Periodic early morning, evening, and weekend hours, as well as occasional travel across our region will be required.

The working conditions described above are representative of those for an employee to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions of the role.

**Benefits:**

Health insurance, employer paid retirement plan, paid sick, vacation, and holidays.

**To Apply:**

Please submit your resume and cover letter to Mindie Reule at [mreule@thecommunityfoundation.com](mailto:mreule@thecommunityfoundation.com). Please include "Philanthropy and Communications Officer" in the subject line. Priority consideration will be given to applications received by Friday, January 28, 2022. The job posting will stay open until the position is filled.