



## **Position Title: Philanthropic Services Officer**

Do you want a job that helps give away money to Door County's charities?  
Do you want a job that asks you to learn about the issues facing our community?  
Do you want a job that fulfills your love for Door County?

If you have great customer service skills, a positive attitude, good listening skills, and a strong attention to detail, you might be a great candidate for the job of Philanthropic Services Officer. While experience working for a non-profit and college degree is valued, neither is required. We're willing to start from scratch and train the right person.

### **General Description:**

The Door County Community Foundation is a collection of charitable Funds dedicated to improving the quality of life in Door County, Wisconsin. We play a key role in identifying and solving community problems by building collaborative efforts between generous people and the charities working hard to improve our County. Last year our family of charitable Funds received contributions of more than \$10 million and distributed nearly \$6 million to charity. To learn more about what we do, visit [www.GiveDoorCounty.org](http://www.GiveDoorCounty.org).

One of the most important roles of the Community Foundation is to serve as our community's most trusted philanthropic advisor. We offer counsel to generous families as they map out their charitable giving priorities and provide assistance to non-profit organizations as they seek to be more impactful. Note this is not a fundraising position.

### **Philanthropic Services Team:**

The Philanthropic Services Officer works in partnership with another Philanthropic Services Officer under the supervision of the Vice President of Philanthropic Services. Overall, this Philanthropic Services team has three primary responsibilities:

#### **Provide Counsel to Donors**

While the Philanthropic Services team dedicates much of its time working with donors, they are not fundraisers. The Community Foundation offers Donor Advised Funds which are essentially charitable giving accounts established by generous families. Our Philanthropic Services team is the personal foundation staff for these families. Our team members use their exceptional interpersonal skills to engage donors by educating them on issues facing our community, connecting them with impactful projects, and introducing them to new charities. The team is also responsible for processing distributions to charity on behalf of our family of donors so a high level of precision and attention to detail is essential.

### **Assist Charities**

The Philanthropic Services team's knowledge about the issues facing the community comes from its many interactions with the charities of Door County. The team regularly visits local organizations, learns about their concerns, and talks with them about ways the Community Foundation might be able to help support their work. The Philanthropic Services team is also responsible for administering the many different granting programs of the Community Foundation so strong organizational skills are required.

### **Offer Guidance and Support to Component Funds**

The Philanthropic Services team works with countless volunteer boards of advisors to administer component funds that are created under the Community Foundation to address specific issues in Door County. The Women's Fund, the Healthy Water Fund, the Crime Prevention Foundation, and the Civility Project are all examples of component funds of the Community Foundation, each with its own volunteer board of advisors. The Philanthropic Services team meets regularly with these boards to offer guidance and support to their efforts.

### **Organizational Culture:**

The professional staff of the Community Foundation understands the importance of its work and thus we all have a passionate commitment to doing our jobs well. We have fun and truly enjoy working together, yet our first priority is always to strive to "get it right." When we fail to achieve our internal standard, we are quick to reflect on how we can improve our processes and/or our individual ability to execute them. The philosophy guiding our staff is as follows:

- We strive for excellence in all that we do
- Excellence requires that we hold each other accountable
- We correct and learn from our mistakes together

### **Overall Responsibility:**

- Put simply, be adaptable, responsive, collaborative, and engaging to ensure that the Community Foundation fulfills its charitable mission.

### **Primary Program Responsibilities:**

- Provide counsel to the Community Foundation's discretionary grantmaking programs and various boards of advisors
- Interact with the leaders of local charities, guiding them through the grant process and offering counsel where needed
- Assist in facilitating the creation of community-wide initiatives to address critical needs and/or opportunities to improve Door County

### **Primary Development Responsibilities:**

- Build relationships with existing donors, offering philanthropic counsel and advice where needed

**Primary Administrative Responsibilities:**

- Administer the processing and distribution of all Donor Advised Fund and discretionary grants
- Create communications content to further the mission of the organization

**Key Competencies Required:**

- Superior interpersonal skills
- Strong verbal communication skills
- Comfort initiating contact with people as yet unknown to them
- Ability to easily switch from an interaction with an extremely successful person to a conversation with someone struggling to make ends meet
- Comfort adapting to the newest computer technologies as they become available
- High level of personal and professional integrity and ethics
- Ability to maintain strict confidentiality of donor information
- High level of attention to detail and organizational skills
- Aptitude to organize events is desired
- Ability to work with others to accomplish the mission of the Community Foundation
- Willingness to have fun and enjoy their colleagues and work
- Experience with Wordpress and Adobe Illustrator or ability to learn
- Bachelor's degree is desired, but not required, for a candidate with a strong history of relevant work experience

**Working Relationships:**

- Reports to the Vice President of Philanthropic Services
- Works closely with the other Philanthropic Services Officer
- Works collaboratively with the other professional staff of the Community Foundation

**Schedule:**

- Regular business hours of 8:00 a.m. to 4:30 p.m., Monday to Friday
- There will be the occasional late afternoon/evening meeting or event to attend

**Compensation:**

- Starting salary of \$45,000 to \$60,000, depending on experience
- 6% matching contribution to a 401(k)
- 100% employer paid Short-Term Disability Insurance
- 100% employer paid Long-Term Disability Insurance
- QSEHRA Qualified Small Employer Health Reimbursement Arrangement (currently \$512.50/month for an individual and \$762.50/month for a family) to assist with the purchase of health, dental, and/or vision insurance
- Ten days paid vacation per year, with increases after 5 years and 10 years of service
- Five paid sick days per year
- Eleven paid federal holidays
- Annual \$1,000 allowance to give to the Door County charities of your choosing

**Application Process:**

To apply, please send a cover letter explaining your interest in the position, connection with Door County (or Wisconsin, generally), your salary expectations for this position, a resume, and at least two professional references to:

**Jessica Holland**  
**Door County Community Foundation**  
**222 N. 3<sup>rd</sup> Avenue**  
**Sturgeon Bay, WI 54235**  
or email [jessica@givedoorcounty.org](mailto:jessica@givedoorcounty.org)

- Emailed resumes are preferred
- Resumes will be reviewed as they are received
- An initial interview will be scheduled for qualified candidates (which may be via Zoom for candidates at a distance)
- Subsequent interview(s) will occur in-person and will include meetings with the rest of the professional staff
- All inquiries and applications will be kept highly confidential
- We will not contact any of your references until you are a finalist for the position and only after we notify you that your references will be called
- While our goal is to fill at least one position as soon as possible, we are willing to wait as long as is necessary to find the right people to join our team

*Revised 2024-10-22*  
*JAH*