



# COMMUNITY FOUNDATION FOR NANTUCKET

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## Community Outreach and Donor Relations

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### Position Summary

The Community Foundation seeks a strategic, thoughtful, engaging, individual to manage organizational efforts that supports fundraising, donor stewardship, and community outreach. This role partners closely with the Executive Director to strengthen development strategy, optimize donor engagement processes, and efficiently use data to drive fundraising growth.

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### Key Responsibilities

#### Fundraising Operations & Campaign Execution

- Lead operational planning and execution for annual appeals, stewardship cycles, and campaign initiatives.
- Project management: create timelines, production schedules, special events, and implementation plans for fundraising efforts.
- Monitor fundraising progress against goals and provide regular revenue reporting and forecasting.
- Support major gift strategy with prospect research and donor insights.

#### Donor Stewardship Infrastructure

- Support stewardship strategies for donor-advised funds, endowment funds, and special initiatives
- Design and manage systems that ensure consistent, timely, and meaningful donor engagement.
- Oversee production of donor communications including acknowledgments, pledge reminders, and impact reporting..
- Proven success in relationship building, project management, events management
- Ability to manage key donor relationships and donor outreach

## **Board & Committee Partnership**

- Partner with the Executive Director to support the Development and Communications Committees with data, analysis, and campaign reporting.
- Manage and prepare fundraising dashboards and strategic materials for board review.

## **Development Systems & CRM Leadership**

- Responsible for managing the Foundation's CRM (Foundant), ensuring data integrity, workflow efficiency, and system optimization.
- Design and maintain processes for gift entry, acknowledgments, reporting, pledge tracking, and donor segmentation for donor reporting.
- Manage and develop dashboards and reports to support strategic decision-making and board reporting.
- Oversee data governance and best practices across development functions.

## **Budget & Financial Tracking**

- Manage and develop fundraising expense budgets in collaboration with leadership.
  - Manage and track ROI on fundraising initiatives and marketing efforts.
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## **Qualifications**

- 5+ years of experience in community outreach, development operations, advancement services, or nonprofit fundraising systems
- Comfortable using and learning CRM platform (Foundant experience strongly preferred)
- Experience building fundraising infrastructure and reporting systems
- Analytical mindset with comfort interpreting financial and fundraising data
- Strong relationship building and donor engagement skills
- Ability to manage multiple projects and timelines
- Comfortable with event planning
- Commitment to community-based philanthropy
- Team player
- Comfortable making presentations
- Local residents strongly preferred

Please submit a cover letter and resume to [sdaily@cfnan.org](mailto:sdaily@cfnan.org)

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