



**BENTON
COMMUNITY**

FOUNDATION

Philanthropic Gift Manager
Opportunity Description

Corvallis, Oregon

The Opportunity

The Benton Community Foundation is seeking a full-time (40 hours per week) Philanthropic Gift Manager to support the Foundation's fundraising efforts. This position helps further the Foundation's commitment to provide excellent service to donors, professional advisors, the Board, volunteers, and the community at large. The Philanthropic Gift Manager must be a self-starter who is flexible, creative, and enjoys working in a dynamic mission-driven, donor-centric environment.

About the Foundation

BCF has been investing in local communities since 1953, making the Foundation one of the longest-standing community foundations in Oregon. BCF works diligently with philanthropists to create permanent charitable funds that help meet the challenges of changing times, and is dedicated to improving the quality of life for people in the mid-Willamette Valley.

We consistently grow our capacity to provide leadership, expertise, and capital to address social issues. We also serve as a resource for nonprofit, civic, government and philanthropic organizations, collaborating with an array of local groups in order to leverage funds and achieve a more strategic impact.

BCF is the only nationally-accredited community foundation in the state of Oregon.

Board of Directors

Ilene Kleinsorge, Chair
Susan Poole, Vice Chair
Cameron Howell, Treasurer
Dave Gazeley, Secretary
Xan Augerot
Tammy Bray
Melissa Goff
Pat Lampton
Cam Little
Julie Manning
Joan Reukauf
John Turman
Justin Wirth



Excellence. Accountability. Impact.™

Mission

To enhance our communities
through philanthropy.

Vision

We envision a future where we further the aspirations of children, youth and families; we invest in resilient and healthy communities, and we protect cherished resources for future generations.

Values

We value integrity, respect, innovation, excellent stewardship, collaboration, and equity in our grant making. Most of all, we honor the trust placed in us by respecting our donors' wishes.

Philanthropic Gift Manager

Position Title:	Philanthropic Gift Manager
Reports to:	President/CEO
Position Status:	1.0 FTE, Salaried Exempt
Compensation:	Salary starting at \$62,500 dependent on experience

Position Summary

The Philanthropic Gift Manager is responsible for fundraising, managing a portfolio of existing and prequalified donors, event management and logistics, and community engagement. This position is critical to accomplishing Benton Community Foundation's (BCF) strategic goals of increasing the Foundation's community grant capabilities, expanding the Foundation's donor base, and maintaining a positive public image for BCF. The Manager will be a flexible team member who can share the Foundation's mission with the general public and attend community gatherings outside of normal business hours.

Duties and Responsibilities:

- Collaborate with President/CEO, staff and board to enhance operational, major gift and bequest program revenues through the regular identification, cultivation, stewardship and solicitation of donors
- Research, manage and provide ethical stewardship to a donor prospect portfolio of 90-110 contacts
- Move forward gift prospects by calling, emailing, meeting with them and drafting proposals regularly
- Create and manage donor cultivation and activity in a database to provide accurate and timely reports
- Implement fundraising and community focused events to create revenue, promote giving, and educate community members about the challenges facing local residents
- Coordinate with staff, board, donors and vendors to ensure successful event outcomes
- Represent BCF in the community by delivering presentations and effectively communicating organizational mission, policies, practices, and values to a wide range of constituencies
- Provide leadership and support the Development Committee in partnership with President/CEO
- Support Foundation initiatives by securing project information and creating informational materials
- Provide confidential support to the BCF Leadership Team
- Other duties as assigned

Education/Experience Qualifications

- Bachelor's degree required. Master's degree preferred.
- Five (5) years of experience and/or training in fundraising concepts/principles, event management and communications or public relations
- Proven track record of building and maintaining long-term relationships to support increased stakeholder participation and major gift acquisition in a comparable organization to BCF
- A demonstrable commitment to and willingness to engage in equity, diversity and inclusion work

Knowledge, Skills and Abilities

- Excellent organizational and critical thinking skills
- Strong editing and research abilities, excellent written and verbal communication skills, ability to analyze data to produce reports and/or provide presentations
- Knowledge of MS Office products and experience using CRM databases (iPhi, Raiser's Edge, etc.)

- Event planning and implementation experience
- Background check, ability to be bonded and valid driver's license with access to reliable personal vehicle, proof of insurance, and ability to pass a driving record check mandatory

Hours and Compensation

This position is full time salaried exempt. The typical work week will be Monday through Fridays from 8:00 A.M. to 5:00 P.M., with some evening and weekend hours required. Compensation commensurate with experience starting at \$62,500. 100% employee premium paid for medical insurance, generous paid time off, retirement plan, monthly cell phone stipend, and organizational value of work/life balance with flexibility.

To Apply:

Please email your resume and cover letter to steven@bcfgives.org with "Philanthropic Gift Manager Application" in the subject line. Position will remain open until filled, with application review to begin on March 16th, 2020.

Benton Community Foundation is an equal opportunity employer. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law. For more information about Benton Community Foundation see www.bcfgives.org.

Community Impact at BCF

Grants

In 2019, the Benton Community Foundation provided more than \$595,000 in grants to local nonprofit agencies and charitable organizations. This funding supported BCF's four primary fields of interest:

- Arts & Culture
- Basic Needs
- Investing in Youth
- Science, Technology & the Environment.

Grants are made primarily from four types of funding vehicles: Agency Endowments, established by local nonprofits as a permanent resource to support their operations; Designated Funds, endowed funds established by donors for the support of specific charities; Community Funds, disbursed via the annual competitive grant cycle; and Donor Advised Funds, in which donors recommend grants based on their philanthropic goals.

In the last five years, BCF has disbursed more than \$2.4 million in grants across 134 organizations.

Scholarships

For decades, the mission of the Benton Community Foundation has been supporting children and youth. One of the ways the Foundation pursues this goal is by providing scholarships to students so they can obtain an affordable education. In 2019, BCF provided more than \$250,000 in scholarships and supported students from six area high schools, including recent graduates from Alsea, Corvallis, Monroe, and Philomath. An average award is about \$2,000, with the largest award exceeding \$15,000.

More than three quarters of this funding was disbursed to students at Oregon State University, and 95% was disbursed within the state of Oregon. Scholarship recipients are pursuing degrees in nursing, public health, business, forestry, automotive technology, education, engineering, and much more. Scholarship funds can support specific fields of study, graduates from certain high schools, or other criteria specified by the donor.

In the last five years, BCF has disbursed more than \$1.2 million in scholarships.



BCF Staff

Chris Quaka, President/CEO

For more than fifteen years, Chris has partnered with nonprofits across the country to strengthen local communities. After graduating with a BS from Southern Illinois University in 2001, Chris joined AmeriCorps NCCC, and building on that experience was hired by the Corporation for National and Community Services in 2005. He later coordinated disaster recovery efforts in regions affected by Hurricanes Katrina, Rita, and Ike. In 2010, Chris moved with his family to Redmond, Oregon, and began his career in fund development at a regional non-profit. That opportunity led him to Corvallis where in 2017 he was selected as the President and CEO of the Benton Community Foundation. Chris continues to volunteer today and is fortunate to serve on the Board of Directors for the Imagine Corvallis Action Network. Chris lives in Corvallis with Emily, his wife, and their children Logan (10), Cady (6) and Ellie (6).

Brittany Kennedy, Grants Manager

Before arriving at BCF, Brittany was most recently employed at the City of Adair Village where for the past eight years she focused on youth development, event coordination, volunteer management, and grant writing. Brittany first came to know Corvallis when she received a Bachelor's of Science Degree in Agricultural Sciences from Oregon State University. After her husband Matt accepted a position at OSU in 2008, Brittany moved to Philomath where she, Matt and their children Easton (5) and Presleigh (2) still live today. Brittany is an avid baseball fan and enjoys spending spring and summer at ball games supporting the Beavers and Knights.

Bob Longo, Finance Manager

Bob Longo grew up in New Jersey and received his BS from Montclair State University and his MBA from Seton Hall University. He has worked at several Fortune 100-size companies and smaller businesses in the past. Bob has also taught at the local universities and community colleges for many years in the evenings. Currently he is teaching business classes at Oregon State University and Linn-Benton Community College. Bob moved to the area two years ago after spending twenty years working in Klamath Falls. Over the years, Bob has adopted eight teen boys out of the foster care system and now has seven grandchildren.

Steven Moore, Operations Manager

Steven brings experience in database management, writing, editing, and office operations. He holds a BA in English from the University of Iowa and an MFA in nonfiction writing from Oregon State University. He has previously worked in nonprofit development, teaching, and e-commerce. Steven also served for seven years as an infantryman in the Iowa Army National Guard, mobilizing in response to 2008's historic flooding in the Midwest and deploying to Afghanistan in 2010. Steven and his wife Jessica have lived in Corvallis since 2014. In his spare time, Steven is an avid runner and has finished seven marathons.