The Affiliate Officer provides leadership and support to the Affiliate Advisory Boards in planning; asset development and donor services, including cultivation of new gifts; grant making; promotional strategies, special events and communications; and works closely with DSACF staff. The position supports the Apostle Islands and the Chequamegon Bay Areas Community Fund and can be negotiated to be a full-time or part-time exempt position. Scope of responsibilities will reflect time accordingly. Salary is competitive. Send applications to Monica Bruning, COO Duluth Superior Area Community Foundation mbruning@dsacommunityfoundation.com Questions call 218-726-0232. Review of applications begin March 1.

Specific Responsibilities

I. Board and Staff Relations
   A. Assists Advisory Board in setting long and short-range goals.
   B. Works closely with DSACF staff and follows DSACF policies and procedures in all areas of work.
   C. Works with Advisory Board Chair and committee in planning meetings, preparing agendas and background information, and arranging for meeting facilities.
   D. Serves as liaison between the Advisory Board and DSACF, and insures that the Advisory Board and DSACF are kept informed on all important issues.
   E. Provides an orientation for all new advisory board members and other training to the board on a regular basis.
   F. Takes minutes of meetings and sends minutes to Advisory Board members and DSACF Chief Operating Officer and other appropriate staff.

II. Development
   A. Actively seeks to increase the assets of the Affiliate and to raise the resources necessary to implement the Affiliate goals. Places a special emphasis on endowed funds that will help fulfill the Affiliate long-term community mission.
   B. Oversees an annual development plan focusing on individuals, corporations and foundations that engages Advisory Board members in asset development and donor relations.
   C. Provides donor services and stewardship for the region’s contributors and fund holders, including organizational endowments.
   D. Responds to inquiries from prospective donors and professional advisors.
   E. Maintains current and accurate records of contacts with donors, prospects and professional advisors.

III. Administration & Training
   A. Maintains a working knowledge of significant developments and trends in philanthropy and the community foundation field.
   B. Meets regularly with DSACF Chief Operating Officer and for performance evaluation.
   C. Maintains DSACF high standards concerning confidentiality of donor information and conflicts of interest, among other items.
   D. Participates in appropriate training provided by DSACF and other opportunities for training in the field.
   E. Utilizes computer skills for optimal performance through technological advances and works with DSACF staff to maximize the efficient use of DSACF technology.
   F. Assists in the building and maintenance of an affiliate fund program.

IV. Public Relations and Communication
   A. Helps develop and implement a communications plan to raise community awareness of the Affiliate funds.
B. Actively seeks opportunities to speak about the Affiliate funds before donors and community groups.
C. Works with DSACF staff in preparing news releases and other publications needed to increase public awareness of the Affiliates.
D. Educates donors and prospective donors about charitable giving.
E. Educates professional advisors, including trust officers, bankers, attorneys, accountants, estate planners and financial advisors about the comparative benefits of giving to the Community Foundation.

V. Grantmaking
A. Works with the Advisory Board and DSACF staff to develop a grantmaking program to meet community needs.
B. Works with DSACF staff to maintain list of eligible non profit organizations, actively informs them of grant opportunities through the Affiliates, and develops positive relations with the non profit community.
C. Provides orientation to the Grants Committee, takes minutes of meetings, and documents Conflicts of Interest declarations.
D. Collaborates with DSACF Director of Community Philanthropy to monitor grantmaking process and activities of the Affiliates.

VI. Other
A. Completes other tasks as assigned by the supervisor.

Desired Experience, Skills, Education and Talents

A. The Affiliate Officer must possess a range of skills: from embracing the DSACF vision to engaging community leaders to the details of managing the Affiliate operations.
B. Minimum requirements include a Bachelor’s degree; Master’s degree is preferred.
C. At least three years successful experience in development or donor services. Competence in designing and executing fundraising plans, including major and planned gifts, and grant writing.
D. Skills in non profit management, board development, fundraising, grant making, public speaking, public relations, and group facilitation are highly desirable.
E. An ability to travel regionally and locally.
F. An understanding and appreciation for charitable giving.
G. Excellent interpersonal and communication skills, both written and oral.
H. Excellent analytical, organizational, creative problem solving and computer skills.
I. Confident and courteous manner.

Supervision

The Affiliate Officer is an employee of the Duluth Superior Area Community Foundation and reports to the Chief Operating Officer.

Physical Demands and Work Conditions

This position will be working in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, moderate noise level, and light traffic. The position requires manual dexterity sufficient to reach/handle items and work with the fingers, stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel crouch or crawl, talk and hear and lift up to 10 pounds. The position requires travel (mostly local) and/or duties to be performed outside of the office environment at an event, meeting or gathering.

Jan 2020