



Job Title: Communications and Development Coordinator

Closing: March 22, 2019

Organization

The Community Foundation of Southern New Mexico (CFSNM) team seeks an energetic, inspiring and creative Communications and Development Coordinator with demonstrated philanthropic experience to advance an ambitious agenda in southern New Mexico.

The CFSNM *serves* as a community resource, *connects* donors to needs, and *supports* charitable organizations in their work. We are committed to stewarding the philanthropic investments of our donors and nonprofit partners and aim to Serve, Connect and Support the present and future needs of our region.

The CFSNM manages hundreds of endowments, including 40 nonprofit agency endowments. This allows us to serve as a center for charitable giving so we can support the arts, feed the hungry, expand literacy, provide scholarships, improve health, and support countless other meaningful causes in southern New Mexico. We currently serve 7 counties: Doña Ana, Hidalgo, Otero, Sierra, Grant, Lincoln and Luna.

Summary

The successful candidate will provide leadership in the planning, coordination, execution and evaluation of CFSNM fundraising activities – primarily within donor development, stewardship, awarding of grants and scholarships, as well as marketing and overall communications. Working with staff, volunteers, and community members, the Communications and Development Coordinator is the principal conduit in which all organizational communications and details are handled. The Communications and Development Coordinator is an exempt position working 40 hours per week and reports to the Executive Director.

Salary Range: Commensurate on experience

Major Responsibilities/Duties

- Develop and maintain donor relationships through discovery, cultivation, solicitation and stewardship including donor database entry
- Maintain a donor portfolio of 75 individuals, companies and/or foundations
- Coordinate grant awards which involves decision making on external resources, managing grant processes, coordinating meetings, preparing, monitoring, and

distributing grant dollars on an annual to biannual basis. This will include needed stewardship activities per grant.

- Develop and complete all written information, marketing and public relations in regards to the CFSNM, community philanthropy, and otherwise assist in fostering an accurate general public awareness and understanding of philanthropy
 - Items could include article writing, video production, press releases, etc.
- Continue to maintain and update the CFSNM website and all social media outlets
- Encourage and assist efforts which will increase the public and private resources, either outright gifts or in kind, committed to community development
- Respond to inquiries from the public about CFSNM, including assisting with media requests
- Coordinate marketing and grants committees within the CFSNM Board of Directors structure
- Assist in the collaboration and supervision of CFSNM volunteers and student interns
- Support and assist the Special Events Coordinator in developing and implementing special events such as an annual Gala, Estate Planning Institute and other events that are developed to support CFSNM

Requirements/Qualifications

- Bachelors Degree in a related field preferred
- Bilingual preferred
- Two to five years of donor development, communication and/or nonprofit experience
- Express a genuine interest in the community, congruent values with the CFSNM's vision, and a strong commitment to the fundraising goals of the CFSNM
- Possess the ability to work well independently on several projects concurrently under specific deadlines
- Possess outstanding communication skills both written and oral
- Must be a creative thinker and problem solver
- Proficient in Microsoft Word, Excel, Publisher, PowerPoint, WordPress and various social media outlets
- Understanding and working knowledge of graphic design, Canva, Adobe, and other design software packages
- Possess strong customer service skills
- Possess problem solving and prioritizing skills; attention to detail is imperative
- Possess the ability to demonstrate professionalism while building and maintaining relationships with individuals, businesses, and organizations interested in supporting the CFSNM
- Must be a team player and have the ability to work with a diverse group of individuals

Application

Submit cover letter, resume and salary requirements to the Community Foundation of Southern New Mexico, 2600 El Paseo Las Cruces NM, 88001 or to terra@cfsnm.org by Friday, March 22. *No phone calls please.*