



## **Regional Charitable Giving Officer City and County of San Bernardino**

The Community Foundation seeks a seasoned Regional Charitable Giving Officer to lead the Foundation's asset development/fundraising and donor identification, cultivation and stewardship efforts in the city and county of San Bernardino. We are seeking a focused, passionate fund development professional to reach specific fund raising goals.

The position is a part-time, salaried, non-exempt position (24 hours per week/.60 FTE). This individual will report to the Vice President of Charitable Giving.

### **About The Community Foundation**

The Community Foundation is the oldest and largest community foundation in Inland Southern California (Riverside and San Bernardino Counties). Established in 1941, at 77 years old The Community Foundation stewards more than \$105 million in assets and provides college scholarships and grants to nonprofit organizations across the two-county region and beyond. Since its founding, the Foundation has awarded more than \$100 million to support programs that strengthen the community.

### **Position Summary**

- Lead asset development/fundraising efforts
- Lead donor identification, cultivation and stewardship efforts in the city and county of San Bernardino
- Increase awareness and charitable giving to The Community Foundation, its programs, initiatives and philanthropic efforts
- Build/Sustain relationships with Professional Advisors (attorneys, CPA's, financial advisors) to enhance their understanding of varied charitable giving tools available to their clients

### **Qualifications**

- Bachelor's Degree (preferred)
- Minimum of 5 to 7 years of fund raising experience preferably in the nonprofit sector
- Proven success record of raising funds and closing gifts
- Proven experience in building relationships with donors on major and planned gifts
- Success with corporate giving a plus
- Excellent interpersonal skills
- Strong written and oral communication skills
- Experience with diverse communities & populations
- Knowledge of Microsoft Office and related software
- Knowledge of Inland Southern California

A full position description can be found [here](#).

For questions or inquiry, please contact Kim Potter at 951-241-7777 or [Kpotter@thecommunityfoundation.net](mailto:Kpotter@thecommunityfoundation.net)