



Philanthropy Coordinator
Reports to: CEO & Chief of Staff
Dept: Philanthropy **Type:** Full-time, Remote

The Policy Circle seeks a **Philanthropy Coordinator with a passion for The Policy Circle mission**. The role involves working with internal and external stakeholders to promote a culture of philanthropy that fosters lasting relationships rooted in shared values. The ideal candidate is agile, efficient, and highly detail-oriented. Daily work will include interacting with existing and potential supporters, partner organizations, and team members. This role has the potential for growth and advancement within our growing organization and will provide ample opportunities to expand your fundraising skillset.

[The Policy Circle](#) (TPC) is a national nonpartisan (501c3) that informs, equips, and connects women to be more impactful citizens. Through educational programming, engaging events, and a proprietary, targeted civic leadership program, we are building an army of equipped and effective local leaders who value an open economy, personal agency, and innovation. Since 2015, TPC has built an authentic community of problem solvers who prize fact-based discussions that boost civic knowledge and catalyze civic action at the local level. With 15,000 in this growing community in 48 states, The Policy Circle is poised to dramatically increase its impact to ensure more value-aligned women secure roles that influence public policy and ultimately improve the lives of millions of Americans.

Core Competencies

Exercises Sound Judgment	Accuracy	Organized	Agility	Excellent Communicator
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Responsibilities

- **Data Guru:** serve as the Philanthropy team lead on all things Salesforce, including processing & recording gifts, updating and enhancing donor records, building out donor dossiers, and owning donor data gift records and integrity
- **Research & Donor Intelligence:** conduct research as needed regarding potential donors, sponsors, and funders through various platforms (including WealthEngine), compile into dossiers, help prioritize prospects, and systematically capture information in CRM
- **Donor Acknowledgement & Communications** - manages timely thank-yous and donor communications, including executing and refining donor communication plans and donor publishing processes for donors.
- **Foundation Engagement** - ensure grantors get timely, accurate, custom communications, track the proposal and reporting cycles for donors, and manage the grant process to create timely, persuasive, and accurate grant proposals/LOIs/reports.
- **Foundation Tracking:** Conduct research regarding foundation prospects, keep the Grant Calendar up to date, and share tasks/deadlines with the team to ensure timely submissions and reports.
- **Donor Event Support** - provide planning and execution support to Event Teams for donor-facing events and the Leadership Summit.



- **Stakeholder Engagement:** Seek to deliver exceptional service to all Policy Circle community stakeholders by understanding their needs and pain points to personalize each interaction to build active and enduring relationships
- **Product Knowledge:** Develop and cultivate a strong knowledge of The Policy Circle mission, products, programs, and events; the ability to connect the dots between various stakeholders and relevant programs to identify opportunities and suggest value-added solutions
- **Professional Development:** Engage in and attend regular team-building meetings; seek out best practices and strive to strengthen your skill set through available resources provided by The Policy Circle and other relevant partners

Requirements & Preferred Proficiencies

- Agreement with and enthusiasm for [Policy Circle Core Values](#)
- 2-3 years of professional nonprofit experience is required (volunteer roles do not count)
- Ability to travel 2-4 times per year
- Proficient with Salesforce (SF Certification a definite plus) with a willingness to engage in weekly training
- Excellent research skills with knowledge of wealth screening tools (e.g., WealthEngine, Foundation Directory, etc.)
- Ability to synthesize research and identify areas of opportunity and alignment
- Proficiency with Canva is preferable
- Strong written and verbal communication skills with an eye for detail and accuracy
- Skilled using G Suite applications (Sheets, Docs, Slides, Calendar) - and willingness to learn new technology required
- Project management experience required, preferably with knowledge of tools such as Basecamp, Slack, etc.

Salary/Hours/Status/Location

- \$55-\$65k annually, depending on experience
- Generous benefits for FT employees include: health, disability, life insurance, and 10 paid holidays & 26 days of paid time off/year
- FT role working hours: 9 - 4 pm (Central) Monday - Thursday, and 9-12 pm on Fridays
- Fully remote - with technology allowance

This Job description is not all-inclusive, and certain activities, duties or responsibilities may be required of the employee as needed.

Please send resume and brief cover letter to kkuna@thepolicycircle.org and include "Philanthropy Coordinator" in the subject line.