



Position Description

Program	Administration – Philanthropy & Communications
Title	Philanthropy Specialist
Reports to	Senior Philanthropy Officer
Supervises	N/A
Remote / Hybrid	In-person

Job Summary

Philanthropy fuels the housing, hunger-relief, safety, financial security, and emergency needs work we do at CVOEO as we fight to end poverty. This role is essential to the gift acknowledgement process, making sure that every donation and grant is honored and acknowledged in alignment with best practices. During this timeframe, which is the busiest time of the year for the Philanthropy & Communications team, this position will learn the essential skills needed for a strong foundation in fundraising while working with a high caliber team that supports multi-disciplinary, anti-poverty work.

Summary of Essential Job Functions

- Under the direction of the Senior Philanthropy Officer and in collaboration with the Donor Relations Manager, they manage all aspects of the acknowledgement process including mail merging, printing, and sending standard and ad-hoc donor acknowledgements
- Partner with the Senior CRM Data Systems Manager and CVOEO Finance department to ensure effective and efficient gift entry for various gift types.
- Oversee ordering, organization, and inventory of mailing and office supplies for the Philanthropy & Communications team, such as envelopes, letterheads, pens, etc., and make orders as needed
- Responding to and redirecting inquiries from the general phone or email for the Philanthropy & Communication team.
- Manage postal needs including the Philanthropy PO Box, postal meter machine, and outbox for the Philanthropy & Communications team.
- Assist with stewardship mailings and annual fund in-house mailings, including handwritten notes and addressing envelopes.
- Support stewardship activities, including donor thank you calls, major donor thank you cards and new donor postcards.
- Support mailing list cleanup and review.
- Maintain a high level of confidentiality.
- Actively attend and participate in staff meetings and training sessions.
- Perform other duties as requested.

Minimum Requirements

- Associate's degree in business, communications, marketing, or a related field OR combination of education and experience in human services or other appropriate disciplines which include 1-2 years related experience from which comparable knowledge and skills have been acquired.
- Experience in database entry, analysis, reporting and some project management preferred

- Commitment to valuing diversity and contributing to an inclusive working and learning environment
- Strong computer skills (Windows, Microsoft Office Suite, Excel, and Word...)
- Effective verbal and written communication skills; bilingual abilities a plus.
- Must be well organized, detailed, proficient at prioritizing, and able to adhere to simultaneous deadlines.
- Able to work independently.
- Conform with and abide by regulations, policies, work procedures and instructions.
- Guard the confidentiality and security of donor information.
- Ability to initiate projects, be flexible, and work within a team environment.
- Ability to prioritize appropriately when facing multiple responsibilities and tasks.
- Commitment to CVOEO's mission.
- Willingness to work flexible hours, including weekends and evenings.
- Ability to uphold safety standards.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only			
Union Status	Non-union	Hiring Range	\$26.97 - \$28.61
FLSA Status	Non-exempt	Last Reviewed	September 2026