The River Bluff Community Foundation is a growing nonprofit 501(c)(3) organization serving the Clinton area. The Community Foundation was formed in 2005 to ensure that our communities’ charitable programs were supported now and in the future. We work together with many individuals, families, businesses and organizations to establish endowment funds that will provide grant awards for years to come. The Foundation has over $30,000 to distribute to local nonprofits this year.

The Foundation is looking for a Philanthropy Coordinator who is self-motivated and active in the Clinton/Camanche area to help grow our mission of building endowments, being a resource for community needs, and educating and encouraging philanthropy within our community.

The successful candidate will:

- Have a strong commitment to non-profit opportunities and community service.
- Work with a Board of Directors to accomplish the mission of the River Bluff Community Foundation.
- Possess great interpersonal skills and the ability to effectively communicate.
- Have experience with leadership or management role, strategic planning, nonprofit financial management and fund raising.
- Have a strong understanding of endowment funds and investment management.
- Engage with donors and build donor recognition opportunities.

Other essential skills required are time management, ambition to set and meet goals and task deadlines, and familiarity with Word, Excel, and social media platforms. The position requires up to eight hours per week. Pay is based on experience.

Submit cover letter and resume by April 30, 2021 to RBCF@dbqfoundation.org.
An affiliate of the Community Foundation of Greater Dubuque, the River Bluff Community Foundation was formed in 2005. The founding members of the organization had a vision to ensure that our communities' charitable programs were supported now and in the future. We work together with many individuals, families, businesses and organizations to establish endowment funds that will provide grant awards for years to come. To learn more, visit dbqfoundation.org/rbcf.

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The Community Foundation of Greater Dubuque envisions a vibrant and inclusive Dubuque region where everyone can thrive. Since 2002, we have inspired people to give back to their community, and we turn this generosity into lasting change across our region, increasing access to resources and opportunities that help all people succeed.

Visit dbqfoundation.org to learn about the many ways we are building a strong, thriving Greater Dubuque for all.