



200 SE 4th Street | P.O. Box 295 | Abilene, Kansas | 785-280-9531

The Eisenhower Foundation is a public nonprofit organization based in Abilene, Kansas. Our mission is to champion the life and enduring legacy of Dwight D. Eisenhower to inspire leadership, character, and service. We are currently recruiting a **Donor and Outreach Coordinator**.

DONOR AND OUTREACH COORDINATOR

As the Donor and Outreach Coordinator, you will support core fundraising and donor stewardship activities. This rare opportunity calls for a talented individual with a varied skill set. Working closely with the Director of Development, the ideal candidate will be experienced in handling a wide range of external communications and logistics. This position will prioritize and manage multiple projects simultaneously and complete them in a timely manner. The successful candidate will be responsible for researching, planning, and coordinating all donor and outreach initiatives. This requires a person who is well organized, creative, flexible and ready to welcome the challenges of implementing high quality services and experiences.

AN IDEAL CANDIDATE WOULD POSSESS:

- A Bachelor's Degree in an associated field, such as event management, communications, marketing, public relations, or hospitality
- Three or more years of experience working in a nonprofit or guest services field
- Superior written, public and interpersonal communication skills
- Strong decision-making ability and attention to detail
- Ability to establish and maintain effective working relationships with Eisenhower Foundation staff, Eisenhower Presidential Library and Museum staff and external partners
- Professional appearance, initiative and integrity
- Proficient in computer usage, with skills in word processing, spreadsheet creation, and database management (proficiency in Apple iWork and/or Microsoft Office Suite, as well as Canva is preferred).
- Knowledge and/or ability to learn software and/or technology utilized for onsite and online programs

THE DONOR AND OUTREACH COORDINATOR WILL:

- Work with the development team to craft and implement a comprehensive donor stewardship plan including personalized donor recognition plans, pre and post-event strategies, tracking and reporting.
- Coordinate all details of the Foundation's outreach and donor recognition/appreciation events, both on and off site, including the Eisenhower Legacy Gala, Eisenhower Legacy Programming Series and community events.
- Maintain the Eisenhower Foundation's Ike's Soldiers online database of World War II soldiers.
- Manage and host virtual meetings using platforms such as Zoom and Microsoft Teams.

- Prepare special correspondence to current and prospective donors as part of an overall donor communications plan, including generating donor and gift reports and mailing lists.
- Coordinate appropriate sponsorship and partnership acknowledgement.
- Identify and research potential donors and outreach partners
- Serve as liaison between donors, outreach partners, and the Eisenhower Foundation.
- Perform additional responsibilities and tasks as assigned to support the organization's evolving needs and goals.

This is a full-time, onsite position with a benefit package that includes flex-time work hours, 18 days of paid vacation, 8 paid holidays, one week of sick leave/family sick leave, and a Health Reimbursement Arrangement. Salary range of \$50,000-\$55,000.

Submit cover letter, resume and references to Meredith Sleichter, Executive Director, at msleichter@eisenhowerfoundation.net or P.O. Box 295, Abilene, Kansas, 67410. Application deadline is January 31.

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