



Donor Relations Manager Job Description

Reports to: Director of Communications and Development

FLSA: full-time exempt position

Summary:

Working under the supervision of the Director of Communications and Development, the Donor Relations Manager is responsible for managing the daily activities of SourcePoint's development program in line with the strategic and annual operating plans, as well as fostering a culture of philanthropy within the organization among staff, volunteers, and the board of directors.

Essential Job Functions and Expectations:

- Help create and implement goals and strategies for all fundraising efforts.
- Lead and manage an annual strategy of solicitation methods and/or events that will enable the organization to attract, retain, and motivate donors.
- Meet or exceed annual performance measures, including financial targets.
- Build strong and sustained relationships with donors and prospective donors.
- Secure financial support from individuals, corporations, and foundations.
- Develop and grow our individual and corporate donor base. Create and execute a strategy for a large, sustained base of annual donors.
- Increase major and planned gifts to the organization.
- Research prospective donors and cultivate relationships.
- Participate in key activities and events both at SourcePoint and in the community.
- Coordinate donor- and partner-related networking efforts within the department, as well as with the leadership team.
- Demonstrate expertise in charitable giving, planned gifts, pertinent state and federal laws, and industry best practices, and advance SourcePoint's commitment to inspiring philanthropy by sharing expertise and leadership.
- Train and lead staff, board members, and volunteers to support fundraising efforts.
- Attend regular board meetings. Prepare materials for and help oversee the board's development committee.
- Work routinely with the executive director to cultivate donor relationships and donor stewardship.
- Oversee and manage donor recognition and stewardship activities.
- Manage Donor Perfect and help oversee staff responsible for data entry and gift processing.
- Assist in identifying and writing nongovernmental grant proposals, often in coordination with program leaders.
- Develop and track proposals and reports for all foundation and corporate fundraising.

Qualifications:

- Bachelor's degree in business management, public relations, marketing, finance, or a related field.
- Qualified as a Certified Fundraising Professional (CFRE) or equivalent a plus.
- Minimum of 5 years of experience working in fundraising in a nonprofit setting or equivalent experience in direct sales or business development in a service-based industry.

- Proven ability to strategize, plan, and implement fundraising initiatives to successful outcomes.
- Exceptional interpersonal and relationship management skills, and a strategic orientation to develop long-term relationships with donors while meeting the needs of SourcePoint.
- Excellent written and oral communication skills with the ability to communicate effectively with various stakeholders, including staff, board, and donors.
- Ability to quickly position oneself as credible, professional, and knowledgeable.
- Proven ability to prioritize, meet multiple deadlines, with strong organizational skills.
- Strong computer skills, including fluency with various software products, including Donor Perfect or similar donor database and Microsoft Office.
- Ability to work cooperatively and collaboratively with diverse group of professionals.
- Must be creative and can deal with ambiguity and change on a routine basis.
- Ability to promote a positive work culture both within the organization and in the community.

Essential Physical Requirements/Working Conditions:

- The person in this position frequently communicates with donors, board members, and community stakeholders. Must be able to communicate clearly and professionally.
- Ability to drive and a flexible schedule for off-site meetings, events, etc. and occasional evening or weekend events.
- The person in this position needs to operate a computer and other office productivity machinery and occasionally move about inside the office to access files, office machinery, etc.
- Must be able to remain in a stationary position 50% of the time.
- Must be able to lift and/or exert up to 20 pounds occasionally.

Other:

It is recognized that in any organization, particularly a small organization, it is necessary to assume new responsibilities appropriate to ensure a smooth continuity of operations with the organization. Not only is the Donor Relations Manager required to wear many hats, but it is expected that this person will be familiar with the work of others to the point of being able to fill in on a temporary basis. It is also anticipated that other organizational needs will emerge from time to time which will be assigned to the Donor Relations Manager.

Donor Relations Manager

Updated Jan. 4, 2022

Employee Signature

Date