



*Offering safety, providing stability and
equipping for self-sufficiency*

DONOR RELATIONS MANAGER

KEY INFORMATION

Reports To: Executive Director

Key Relationships: Development team, Donors, Volunteers

Effective Date: May 2019

Hours: Full-time, 40 hours per week, flexible hours, some weekend and evenings required

Job Classification: Salary, Exempt

Compensation: \$43,680 – \$49,920, DOE; 401(k) plan; medical, dental & vision benefits;
PTO: vacation, personal time and sick time.

SUMMARY

The Donor Relations Officer will be a key member of the Development team. The focus of this position is to serve a portfolio of donors by initiating, building and maintaining dynamic, reciprocal relationships with individuals, couples, and families who partner financially with Vine Maple Place (VMP). Responsible for generating revenue through contributions and charitable giving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cultivate donor relationships by updating, appreciating, and asking mid-level donors to deepen their financial partnership with VMP.
- Solicit and close gifts from leadership-level giving donors.
- Execute strategy through phone, email, and mail communication.
- Update the database with call notes and new information about donors.
- Learn about VMP programs and projects and effectively communicate the mission to donors.
- Conduct oneself in a professional, friendly, and truthful manner to donors.
- Research, identify, and promote hand-off of high-capacity donors to the Major Gifts Development group.
- Manage a portfolio of 350-500 donors to meet revenue goals.
- Meets weekly for accountability and to discuss strategy and donor engagement.

REQUIRED KNOWLEDGE AND SKILL QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Bachelor's Degree from an accredited college or university, or equivalent work experience.
- Ability and/or proven evidence of the ability to:
 - Communicate, orally and in writing, at an advanced level.
 - Exhibit strong phone skills – warm tone, good speaking cadence, clear and articulate speech.
 - Demonstrate proficiency in building relationships.
 - Exhibit a strong donor service attitude.
 - Participate in a teamwork-driven environment.
 - Exhibit effective interpersonal skills that demonstrate tact, patience, and courtesy.
 - Knowledgeable about donor databases. Proficient in computer skills: MS Word, Excel, Outlook.
 - Exhibit strong time management skills and completes tasks on time.
 - Handle tasks independently and is a self-starter.

DESIRED CHARACTERISTICS

- Has a curious mind.
- Ability to maintain a professional demeanor and confidentiality.
- Exhibit a high level of integrity.
- Be passionate about helping families overcome the trauma of homelessness.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org

Only qualified candidates will be contacted.