

DONOR RELATIONS MANAGER (MID-MAJOR GIFTS)

KEY INFORMATION

Reports To: Donor Relations Director

Key Relationships: Development team, Donors, Volunteers, Managers and Directors

Effective Date: August 2020

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

Job Classification: Salary, Exempt

Compensation: \$46,000 - \$55,000, DOE; 401(k) plan; medical, dental & vision benefits;
PTO: vacation, personal time and sick time.

SUMMARY

The Donor Relations Manager will be a key member of the Development team. This mission-critical role serves as the key steward for a portfolio of mid-level and major donors in support of Vine Maple Place (VMP). Cultivate and maintain positive relationships between donors and VMP resulting in a wide variety of significant gifts. Expected to meet annual revenue targets by engaging, cultivating and ultimately soliciting gifts from donors – advancing the organizational mission and creating meaningful impact in the lives of both the donors and beneficiaries. This is a hybrid position working with mid-level giving donors and major gift donors. This role is essential in reaching our goal to end homelessness in south King County by working with single parents and their children.

RESPONSIBILITIES

- Cultivate donor relationships by updating, appreciating and asking donors to deepen their financial partnership with VMP, resulting in increased gifts.
- Keep accurate and up-to-date records of donor cultivation activities and steps in the donor database.
- Track donor contacts with revenue targets and actuals. Review quarterly as they relate to VMP goals.
- Collaborate with Development team to discuss engagement and donor strategies.
- Make first-time donor thank you contacts, invite to Vision of Hope tour and qualify them for mid-level or major giving program.
- Collaborate with Development pipeline team to identify potential Ambassadors. May assist Engagement Director with Vision of Hope tours.
- Participate with major event team: inviting attendees, planning the event, executing and following up. Ensure successful event for VMP and donors.

Mid-Level Gift Program (50%)

- Steward a portfolio of 300+ mid-level donors through phone, email and mail communication.
- Research, identify, qualify and hand off high-capacity mid-level donors for major giving program.
- Learn about VMP programs and projects and effectively communicate the mission to donors.

Major Gift Program (50%)

- This is an entry level Major Gift Officer position stewarding a portfolio of 50-75 major donors. Create individual goals for major donors on the caseload based on the donor's history of giving and VMP's knowledge of that donor's potential. Create a personal contact and solicitation plan for major donors.
- Work with the Development and Communications team to put together proposals and asks that will be used with major donors on the caseload to secure gifts and to report on their impact.

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.
- One to two years of fundraising 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 and Outlook.
 - Exhibit strong time management skills and complete 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.