POSITION DESCRIPTION

Position Title: Director of Donor Relations
Division: Development
Reports to: VP Development
Status: Exempt

General Summary:
The Director of Donor Relations facilitates, manages and obtains gifts from $1,000 - $10,000 and stages gifts from $10,000+.

Essential Job Functions
- Identify, qualify, maintain data in regards to donors at the $10,000 to $1 million+ level. Support leadership in the solicitation of these gifts.
- Identify, qualify, cultivate, solicit, and steward donors at the $2,500 to $9,999 level.
- Integrate fully onto the development, programs and outreach teams – adding strategic value to the existing efforts.
- Build towards a portfolio of 125+ qualified gift donors and prospects.
- Prepare written materials such as visit strategies/briefings, correspondence, solicitations/proposals and pledge documents.
- Maintain strong and accurate records of activities, as directed by team protocol using the agency database. Monitor, evaluate, and report on progress and outcomes against agreed upon goals.
- Respond to major and planned gift leads. Work proactively in each community to network and expand portfolio.
- Support agency events with core list through the sale of tables and sponsorships.
- Adhere to professionalism and fundraising best practices as demonstrated by moves management industry standards and donor-centered methodology.
- Handle other major and planned gift responsibilities as needed.

Minimum Requirements:
- Demonstrated success in personal cultivation, solicitation, stewardship and closing of gifts up to $10,000.
- 3-5 years minimum required experience in fundraising, 5-7 years preferred.
- Exceptional verbal and written communication skills.
- Strong computer skills.
- Bachelor’s degree required. CFRE or advanced degree a plus.
The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

To Apply: Qualified candidates must submit a cover letter and resume (required) to be considered for this position. Please apply at alzoc.hr@gmail.com.