

Donor Engagement Manager

The Community Foundation for Southern Arizona is looking for a Donor Engagement Manager who is responsible for donor engagement, major gift campaigns, sponsorships, and donor communications. This person will increase donor satisfaction and, with leadership support, will implement a comprehensive fund development and donor engagement plan. Hiring range for this position is Full-Time, Salary Exempt with a salary range of \$47,000 to \$50,000 based on qualifications and experience. Please submit resume and cover letter to hr@focushr.net by March 25, 2021.

Required Qualifications:

- Four-year degree or equivalent AND minimum of three years of fund development work experience including donor engagement, stewardship, and communications.
- Superior interpersonal, verbal, and written communication skills.
- Cognizant of CFSA's requirement for timely and respectful responses to inquiries. Must project a customer first image at all times in person, via email, and on the phone
- Interest and appreciation of community philanthropy and nonprofit work.
- A team player with strong collaboration and influencing skills.
- Demonstrated understanding of grant making process and strategies.
- Demonstrated ability to understand and communicate financial information, accounting practices, and investment strategies to a wide range of audiences, including donors and professional advisors.
- Ability to prioritize tasks and work under the pressure of tight deadlines.
- Ability to travel locally and to select national conferences.
- High level of computer proficiency (Windows environment).
- Demonstrated experience with database management and computer skills utilizing Microsoft Office products.
- Ability to maintain confidentiality.

Ancillary/Preferred Qualifications:

- Demonstrated success as a grant writer.
- Experience working with corporate partners and securing event sponsorships.
- Experience cultivating and stewarding major gifts.