



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Donor Relations Manager</b>
<b>STATUS</b>	<b>Full-time, Non-Exempt, Hourly</b>
<b>DIVISION</b>	<b>Development and Marketing</b>
<b>LAST UPDATED</b>	<b>2/04/2022</b>
<b>REPORTS TO</b>	<b>Chief Philanthropy Officer</b>

**General Position Description:** The Donor Relations Manager is responsible for the cultivation of past, current and potential donors to enhance their relationship with Easterseals Blake Foundation (EBF) & Aviva Children’s Services in order to increase annual contributions. This key member of the Philanthropy team ensures consistent stewardship of donors to exceed our annual fundraising goals across 10 counties of Southern Arizona.

### Essential Duties and Responsibilities:

- Facilitate cultivation and stewardship activities with prospective and current donors and Board of Directors
- Manage donor engagement and recognition through implementation of touchpoints such as donor communications, events, sending personalized gratitude and coordinating special opportunities for direct contact
- Manage foundation team, ensuring annual goals are met by managing relationships with foundations, preparing proposals, administering fund agreements, acknowledgements gifts and ensuring completion of reports
- Manage corporate relationships in collaboration with Events & Volunteer Manager
- Establish and manage the planned giving program in collaboration with Easterseals National office
- Manage annual tax credit campaign, direct mail fundraising and related cultivation and stewardship programs,
- Collaborate with Marketing Team and Resource Manager to develop donor communications calendar and ensure deadlines are met.
- Work with Events & Volunteer Manager to leverage the use of peer-to-peer fundraising and online giving platforms for special events
- Develop, document and oversee donation entry, tracking and reporting process via E-Tapestry database.
- Generate accurate reports on fundraising activities
- Coordinate with the Finance and Administration Team on the gift process, providing excellent internal and external customer service in gift processing, gift acknowledgement, quarterly fund statements and finalizing fund agreement
- Continue to develop knowledge of fundraising best practices through membership in the Association of Fundraising Professionals and attendance at professional development events.
- Assist with special events

### Required Skills/Knowledge/Abilities:

- Experienced in developing and progressing corporate and foundation relationships, researching and qualifying prospects to grow a strong prospect pipeline.
- Demonstrated ability to craft polished, concise communications for a variety of audiences and articulate the case for support to stakeholders.
- Strong planning, prioritization and analytical skills
- High level of initiative and desire to meet specific goals
- Ability to manage multiple projects, requests and deadlines simultaneously
- Excellent written, verbal and interpersonal communication skills
- Outstanding customer service skills, tact, discretion and attention to detail; a commitment to excellence
- Ability to work collaboratively and positively with colleagues
- Strong computer skills, including MS Office suite, Donor database (E-Tapestry, Donor Perfect), Mail Chimp and WordPress preferred



- A passion for Easterseals Blake Foundation mission and an eagerness to support to its sustainable business practices

**Minimum Requirements:** or equivalent combination of education and experience

- Education – Masters Degree, preferred
- Experience – Five (5) related experience preferred.
- Minimum 21 years of age.
- Must possess a valid AZ DPS Level 1 fingerprint clearance card.

**Physical requirements:**

- Must be able to utilize Personal Protective Equipment (PPE), such as face mask, gown, goggles and gloves, for any amount of time necessary to provide a physical barrier to protect the employee and others.
- Must be able to remain in a stationary position.
- Must be able to operate a computer, phone and other office equipment.
- Must be able to stoop, squat, reach, stretch, ascend and descend stairs.
- May work in an office setting.

**Psychological Requirements:**

- Must be able to remain calm, non-defensive with a supportive attitude during stressful, potential crisis, and crisis situations.
- Must be able to work in an extremely stressful environment where there are considerable mental and emotional demands. Must be able to manage high volumes and unpredictability of work.
- Must be able to remain flexible and reprioritize according to the changing demands of the day.
- Must be able to manage stress in a fast-paced, unpredictable, intense setting.
- Must be able to adapt to diverse cultural environments and communicate in a culturally inclusive manner.
- Must be able to represent Easterseals Blake Foundation in a professional manner in all situations.

**Working Conditions:**

Requires high level of energy to perform the daily activities of a primarily administrative nature. Requires standing, walking, sitting, stooping, bending, and squatting. Requires extensive typing and writing.

**Additional Information:**

Salary: 45-60K DOE

This job description is not intended to be an exhaustive list of all possible duties, responsibilities and/or qualifications. Other duties, responsibilities and/or qualifications may be assigned to this position.

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**Print Employee Name**

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**Employee Signature**

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**Date**