

Sister Jose Women's Center

Position Announcement

Donor Relations & Communications Manager



Job Summary:

Unique position available for an up-and-coming fundraiser with a passion for helping women experiencing homelessness. Responsible for leading the growth and implementation of fundraising efforts, with emphasis on individual giving, public relations, sponsorships, and events. Supportive environment.

Sister José is seeking a candidate with a strong commitment to fundraising excellence and a desire to learn and grow through ongoing training and as a key member of a vital professional team. The Donor Relations and Communications Manager is part of the team that includes a Grants Director and Database Assistant.

Reports and Supervising:

Reports to the Chief Operations Officer. Supervises a Database Assistant, development interns, and key volunteers.

Primary Responsibilities (may include but are not limited to the following):

Fund Development:

- Execute the organization's fund development plan.
- Plan and implement an annual calendar of donor communication, including direct mail and online fundraising campaigns.
- Conduct donor research.
- Report on contributed income and donor growth metrics in the development dashboard.
- Manage the Bloomerang CRM system with help from the database assistant.
- Oversee the process for the timely and accurate documentation and recognition of donations.
- Work with the Volunteer Coordinator to strategically cultivate and engage volunteers.
- Build and maintain a plan to cultivate organizational donors (i.e.: student groups, churches)
- Create and manage development income and expense budgets.
- Maintain a processes and procedures manual that details development operations.
- Develop knowledge of fundraising best practices through membership in the Association of Fundraising Professionals and attendance at professional development events.

Event Management:

- Plan and orchestrate an annual fundraising event.
- Support and plan other events designed to engage donors and volunteers.

Public Relations:

- Create and publish a quarterly newsletter and annual report.
- Create and schedule social media updates.
- Write and distribute press releases.
- Manage relationships with members of the press.
- Passionately and effectively communicate Sister José's mission, vision, and values to key members of the community (press, donors, prospective donors, and the public).

Preferred Qualifications:

- Bachelor's degree in philanthropy, public relations, or marketing
- Minimum of two years of experience in fund development, relationship builder or relevant field
- Strong computer skills, including MS Office, donor database CRM (Bloomerang preferred), and Mail Chimp
- Must be able to pass a background check

Skills:

- Ability to prioritize tasks and multi-task
- Strong communication skills – written and oral
- Ability to work cooperatively and collaboratively in a team environment
- Dependable and reliable
- Detail-oriented
- Excellent customer service skills
- Compassion for those in need using trauma informed care

Physical Requirements:

Must be able to lift to 20 pounds at times

Benefits: paid vacation accrued, paid holidays, 100% Employer paid Medical/Dental/Vision, Simple 401k with contribution.

Salary Range: \$48,000-\$55,000 depending on experience and education

Hours: Monday to Friday days, occasional nights, and weekends.

Apply for this position by emailing a resume and cover letter to operations@sisterjose.org or via Indeed.
Position open until filled.

The Sister Jose's Women's Center is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, a mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

Sister José Women's Center offers a safe and compassionate environment that honors the dignity of all women.