



JOB DESCRIPTION

Member and Donor Relations Manager

Reports to: Executive Director
Location: Tucson, AZ
Job Type: Exempt, Full-time
Salary Range: \$55,000.00 - \$70,000.00, DOE

Please note: To apply, send a cover letter and resume to jobs@loftcinema.org.

The Member and Donor Relations Manager is responsible for working collaboratively with the Executive Director, Business Director, Program Director, and Marketing Director to secure funds in support of our mission through events, philanthropic gifts, sponsorships, and grants. The Member and Donor Relations Manager must have a passion for film, as a matter of mission integrity, and the union between the work performed in funds development, and its relationship to the core purpose of the organization.

This position is responsible for implementing annual giving activities, building and maintaining a portfolio of donors and sponsors, and overseeing management of member and donor data (CRM). The person in this role shall conduct activities in alignment with mission, vision, and values of the Loft, while meeting established goals. The Member and Donor Relations Manager is a public-facing representative of the Loft, both in person and in writing, who is responsible for building relationships with stakeholders that move the fundraising goals of the organization forward. The person in this job also has grants development responsibilities, working with other members of the leadership team to develop grant applications, ensure grant reports are filled out and filed on time, and data collection is managed. The role is full-time job with the opportunity for future advancement. Remote work is negotiable. Nights, weekends and special event are part of this role with additional tasks and duties as assigned.

Tasks and Duties:

Duties will include meeting existing fundraising goals, developing new strategies, consistent communication with all members and donors, and ensuring that all benefits of donation or sponsorship, services and recognition are correct and up to date.

Database management:

- Oversee the CRM and ensure data integrity and functionality, while supervising line staff responsible for regular, ongoing donor software management, use and maintenance, and provide back-up for this function
- Produce accurate reports and provide analysis of fundraising data
- Streamline current database and integrate it with ticketing and membership software. Maintain accurate and up-to-date membership and donor records in POS software.
- Facilitate pledge payments between the payment processor and donor software.
- Provide administration with weekly or as-needed donation reports.
- Establish and maintain systems and processes for tracking donor interactions

Membership program:

- Manage robust Loft membership program.
- Focus on retaining existing members and expanding overall membership.
- Provide exceptional customer service across all aspects of The Loft Cinema membership program.
- Develop strategies with administration for high-level member events.
- Staff membership events
- Plan and execute semiannual membership drives in coordination with administration and the marketing department.

Donor/Membership Relations:

- Monitor all donations.
- Work with colleagues to develop strategies for donor events.
- Collaborate with administration on donor stewardship for high-level contributions.
- Ensure that all donor recognition is correct and that all benefits and services to members are fulfilled correctly and in a timely manner.

Grants:

- Research prospective grant funders.
- Write and submit grant applications in collaboration with team members
- Ensure grant stewardship and reporting

Sponsorships:

- Manage implementation of the sponsorship program, including agreement preparation, documentation, execution, and delivery of sponsor benefits.

Skills and Abilities:

- Ability to maintain a positive attitude and calm demeanor in a fast paced, high-volume environment
- Ability to work independently and as part of a team, with a friendly, proactive, and problem-solving approach to work
- Ability to exercise confidentiality and discretionary judgment
- Exceptional interpersonal skills in written and spoken communication formats, and professional appearance and demeanor
- Work cooperatively with a diverse group of people and a wide range of personalities and skill levels
- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to The Loft's mission, vision, and strategic direction

Minimum Qualifications:

- Minimum 3 years' experience in nonprofit fundraising
- Bachelor's degree or equivalent in closely related field, or equivalent experience
- A record of measurable results in implementing fundraising plans and strategies
- Proficient in MS Office Suite and digital tools, with ability and willingness to learn new programs and CRM as needed
- Excellent writing and editing skills
- Working knowledge of film and the theatre industry

Preferred Qualifications:

- 3 years' experience in fundraising with responsibility for implementing revenue generating initiatives independently
- Experience in identifying, cultivating, and soliciting prospects including individuals and corporations
- Experience related to CRM software, including management, reporting, and data analysis
- Certified Fund Raising Executive (CFRE) certified

Benefits: This position is benefits eligible. Benefits include health, dental, vision, short and long term disability, vacation time, sick time, paid parental and family leave, work from home flexibility, employee discounts and free movies!

Physical Requirements: This job is considered LIGHT duty work, as defined by the Code of Federal Regulation, §404-1567 (b) Light work. Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time.

Work Environment:

This job is mostly remote. It may require some exposure to outdoor conditions in support of regular operations and special events. Hours will include events on weekend and nights.

Travel:

This job may require local travel for special events, seasonally or occasionally.

SIGNATURE:

My signature below indicates I have read and understand this job description, and I accept the terms described in it.

NAME: _____

DATE: _____