



Position Title: Director of Donor Relations
Reports to: Senior Director of Donor Relations
Updated: August 6, 2019

GENERAL DESCRIPTION:

Granite United Way is seeking a professional who will provide excellent and energetic support for our Major Gifts fundraising efforts. The Director of Donor Relations is responsible for cultivating, soliciting, and stewarding a portfolio of approximately 75-100 donors/prospects and will spend at least half of his/her time conducting 8-10 face-to-face visits per month with a goal of soliciting gifts of \$1,000 and above. The Director will also provide administrative support for the Major Gifts team, including but not limited to: scheduling, event planning, cultivation and stewardship activities, donor designations, and acknowledgments.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

Relationship Management

- Working with the Chief Development Officer and Senior Director of Donor Relations, the Director will develop, implement, and sustain strategies for soliciting individual gifts of \$1,000 or more. The Director will identify the donor's areas of interest through relationship development and align those interests with strategies/products/programs of Granite United Way.
- The Director will be required to personally solicit potential donors and will also identify which senior staff and volunteers should solicit donors.
- ***Volunteer Management:*** Assist the Senior Director of Donor Relations with the development and management of volunteers to help with donor cultivation, solicitation, and stewardship.
- Assist with the planning, coordination, and implementation of Leadership and donor engagement events.
- Achieve fundraising targets through exceptional follow up and customer service.

Communications

- Partner with Community Impact, Finance, and Marketing staff to develop written materials, supporting documents, and impact statements appropriate for donor communications.
- Once funding is secured, the Director will work with the Senior Director of Donor Relations and regional staff to create and implement donor stewardship plans.
- Provide strategies, briefing materials, written proposals, and acknowledgements for the President & CEO, Board of Directors, and Senior Staff, as needed.
- Direct and oversee the direct mail solicitation process.

- Assist with mailings and marketing efforts, including writing and proofing donor letters and other stewardship collateral.
- Serve as a liaison with the Finance team on donor designations.
- Serve as a liaison with the Community Impact department on the implementation of major donor gifts.

Data Analysis & Management

- Create, maintain, and track discovery, cultivation, solicitation, and stewardship activities of donors in Granite United Way's CRM database, ANDAR.

Administration

- Assist with office-related support for the Major Gifts team including, but not limited to, scheduling and managing complex calendars with both internal and external partners, composing, typing and/or proofreading correspondence, donor follow up emails and phone calls, data entry and preparing for prospect meetings.

EXPERIENCE & QUALIFICATIONS

- Bachelor's degree required. Concentration in English, Communications, or related field preferred.
- 3-5 years of fundraising experience required.
- Previous project management experience preferred.
- Must have exceptional organizational, written, and verbal communication skills, meticulous attention to detail and accuracy, and ability to proofread.
- Must have excellent interpersonal skills and ability to interface with high-level donors, volunteers, CEOs, and senior management.
- Must have the ability to multitask and prioritize, meet deadlines, and achieve results in a team environment.
- A successful Donor Relations Associate has strong analytical skills and ability, excellent relationship management skills, is a team player, and is committed to Granite United Way's mission.
- Proficient in computer-based information systems.
- Experience in events planning a plus.
- Must be able to work independently and be self-motivated.
- Attend and assist with the coordination of evening and weekend events as needed.
- Must have reliable transportation and the willingness to represent several regions across the state of New Hampshire.

TO APPLY: Please submit resume, cover letter, and relevant writing sample.

F.L.S.A Status: Full-Time exempt position.

NOTE: The purpose of this job description is to provide a concise statement of the work elements of the position, and to organize and present the information in a standard way. It provides as much detail as is necessary to distinguish the position for all others. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions.