



Title: Director of Donor Relations

Status: Full-time

Pay Range: \$51,000 - \$61,000 w/benefits

Position Description:

The Director of Donor Relations creates, implements, manages and assesses a comprehensive donor relations plan to assist the development team in reaching its strategic fundraising goals. This includes all activities related to the cultivation, solicitation, and stewardship of donors.

Major Responsibilities:

- Develops, implements and leads a successful and integrated donor relations program that strategically targets all levels of giving as defined by the development team.
- Ensures donors are acknowledged and recognized to strengthen their financial support for the organization.
- Acts as a liaison in order to provide cultivation and stewardship assistance to individual donors and prospects.
- Works with the Marketing Associate and finance team to oversee development and implementation of strategic communications in multiple mediums in a timely fashion. This will include, but not be limited to, social media sites, Annual Report to Donors, e-blasts, year-end-reminders, endowment reports, gift acknowledgements, web pages, invitations, newsletter updates, fundraising campaign materials and press releases.
- Ensures that special events are communicated and on the calendar of appropriate officials and targeted guests.
- Creates innovative programs and projects to thank and steward donors; ensures the external reporting to donors on endowments.
- Manages and coordinates any campaign related kick-offs and celebration events.
- Tracks donor relations and stewardship activities in the established databases to enhance relationships and increase the likelihood of continued contributions.
- Responsible for working with the finance team on the review and control of all gift acknowledgements, including receipts, thank you letters, pledge statements and endowment reports.
- Work closely with development staff to report to donors on the use of gifts, to arrange meetings between donors and beneficiaries if appropriate, and to help celebrate gifts.

Preferred Qualifications:

- Bachelor's degree required.
- Minimum of 3-5 years of experience in fundraising or constituent relations with a private sector or non-profit.
- Successful experience: Specific experience stewarding and cultivating donors.
- Strong interpersonal skills, with ability to make presentations to senior level groups as well as to build one-on-one relationships with members of diverse constituencies at all levels of authority; strong organizational and writing skills.
- Microsoft Word, Excel, and PowerPoint skills and knowledge of database applications (ex. Raiser's Edge).
- Ability to function as a team player; willingness to adapt to new and evolving organizational and funding priorities and to work occasional evenings as events and project deadlines dictate.
- Self-starter with ability to make decisions independently, while collaborating with colleagues.
- Articulate, poised, and calm under pressure.

- Other duties as required.

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three professional references** via email to our Human Resource Manager: lrowell@bgcdc.org position open until filled.