



**Title:** Director of Donor Relations

**Reports to:** Chief Development Officer

**Pay Range:** \$50,000 - \$58,000

**Location:** Administration Office (Remote working and Telecommuting)

**Hours:** The regular hours for this full-time exempt position are 9:00 am – 5:00 pm. Monday – Friday. Holiday, weekend, and evening hours will be required as project deadlines dictate. Must be able to travel to off-site Clubs, meetings and events.

**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.

**RESPONSIBILITY INCLUDES:**

**Cultivation:**

- Develops, implements, and leads a successful and integrated donor relations program that strategically targets all levels of giving as defined by the development team
- Designs, documents, and implements a systematic and integrated donor relations program that includes written invitations to BGDC special events
- Works collaboratively with the Resource Development Manager and Marketing and Communication Manager to compose letters, compile appropriate invitation lists, engage featured program participants, create programs, and provide program materials
- Works closely with development team to report to donors on the use of gifts, to arrange meetings between donors and beneficiaries if appropriate, and to help celebrate gifts
- Other general duties as determine by Chief Development Officer

**Solicitation:**

- Identify and build relationships with potential donors and business partners that align with the BGDC mission; work with the development team to create engagement initiatives and opportunities
- Ensure engagement opportunities and special events are communicated and on the calendar of appropriate officials, community leaders, and targeted guests
- Research potential donors to develop differentiated donor solicitation plans and a targeted case for support
- Solicit cash or in-kind donations or sponsorships from individual, business, or government donors, and assist board members and other staff with their solicitation efforts
- Other general duties as determined by the Chief Development Officer

**Stewardship:**

- Works closely with Chief Development Officer (CDO) and development team to acknowledge and steward individual and corporate donors

- Responsible for devising and using consistent, accurate, and appropriate information-sharing mechanisms for stewarding prospects and donors
- Proactively supports the stewardship responsibilities of the resource development staff by assisting them in establishing and coordinating individualized stewardship plans for donors; ensures the external reporting to donors on endowments.
- Recommends and facilitates recognition of major gifts and donors with Marketing and Communication Manager. Advises on and facilitates the recognition of donors in both print and Web-based publications. Compiles donor and gift information for the Annual Report, oversees production of the donor roll, determines the report recipients, and facilitates the mailing.
- Tracks donor relations and stewardship activities in established databases to enhance relationships and increase the likelihood of continued contributions
- Serves as a contact for major gift donors, helping to resolve problems, questions, and concerns
- Other general duties as determined by the Chief Development Officer

### **QUALIFICATIONS:**

#### **Education:**

Bachelor's Degree preferred. Desired course of study: communications, fundraising, philanthropy, marketing, or equivalent experience

#### **Experience:**

A Minimum of 5-years of fundraising or stewardship experience in the education and/or community service field.

### **REQUIRED KNOWLEDGE AND CRITICAL SKILLS:**

- Enthusiasm for the mission of BG CDC
- Computer proficiency: word-processing, spreadsheet, PowerPoint, and data base management
- Excellent organizational and office skills
- Effective communication and interpersonal skills
- Sound decision-making ability
- Ability to develop persuasive PowerPoint and other types of presentations
- Ability to work independently while keeping effective working relationships with co-workers, supervisors, customers, and the public
- Excellent written and verbal communication skills
- Personable demeanor/excellent customer service orientation
- Handle multiple projects concurrently
- Possess positive, "can do" attitude

Boys & Girls Clubs 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 personal references via email to [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org) or by US Mail, closing date December 11, 2020:

Human Resources

C/o Human Resource Director

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