



Transforming Parents' Lives. Improving Children's Futures.

## Donor Relations Manager

Warren Village is actively seeking an energetic, passionate, and skilled Donor Relations Manager.

The successful candidate will have a proven track record in all aspects of donor relations and stewardship, event management experience, and a collaborative and proactive approach to working as part of a team of staff and volunteers. **This position plays an integral role in devising and executing individual giving strategy with the Development Director and President/CEO to support Warren Village's expanding services.**

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

Our next Donor Relations Manager will be a passionate believer in the Warren Village model and will bring a skill set and knowledge base to take our philanthropic practice to the next level. We seek an individual who is conscientious about donor care, and at the same time, possesses a strategic view for philanthropic growth. We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

### Job Description - Summary

This role devises strategy and executes tactics for individual giving, analyzes results, manages and maintains relationships with current individual donors, generates leads for new donors, and oversees Warren Village's Volunteer Services Coordinator. Additionally, this role plays a key part in planning and implementing revenue-generating events to advance Warren Village's fundraising goals, donor stewardship, and visibility of the organization. In conjunction with the CEO and Development Director, this position is responsible for attaining annual revenue targets of approximately \$1,200,000.

### Essential Duties & Responsibilities:

#### Individual Giving:

- In coordination with the Development Director and President/CEO, devise strategy and execute tactics in support of the individual giving fundraising effort.
- Engage with, and support, the CEO on major donor engagement efforts.
- Direct, achieve, and exceed all revenue targets in individual giving (donors/major donors/renewals/lapsed/acquisition), direct mail (three annual pieces), and event goals.

- Drive progress toward revenue goals and make tactical adjustments based on evidence with Development Director and President/CEO
- Collaborate with the Director of Development and the Manager of Design & Communications to create several online campaigns, including efforts around Colorado Gives Day, calendar year-end, and direct mail appeals.
- Co-coordinate donor acknowledgement program with the Manager of Administration to ensure that acknowledgements are accurate and timely, and advance the donor cultivation/stewardship cycle.
- High-level success in this position will be determined by achieving revenue goals and properly stewarding all Warren Village stakeholders: donors, volunteers, and vendors.

**Database Oversight:**

- Acknowledge all gifts to Warren Village following established procedures.
- Analyze revenue data routinely to inform strategy and tactics.

**United Way:**

- Run point on United Way workplace giving campaigns, including representing at fairs and/or coordinating other staff presence at fairs as needed.

**Events:**

- Manage all activities relating to the organization’s fundraising events with the Events Project Manager (contracted external position), by directing all tasks related to guests, staff, volunteers, and vendors.
- Develop new sponsorship acquisition strategies and meticulously drive existing outreach, with the support of the Manager of Design and Communications, to ensure messaging is appropriate for all public mediums: print/news media, active social media as well as internal communications.

**Other Duties & Responsibilities:**

- Manages the Volunteer Coordinator position, and works closely with the Manager of Administration and the Manager of Design and Communications.
- Conducts tours and makes presentations on behalf of Warren Village.

**Knowledge, Skills, and Abilities:**

- Bachelor’s Degree in business, marketing, communications, human services, or other related field, or equivalent experience.
- Proven success in identifying, cultivating, and stewarding donors and volunteers.
- Minimum of 3-5 years of successful experience in a nonprofit environment, specifically in individual fundraising and volunteer management.
- We are looking for a proven self-starter with the ability to work both independently and collaboratively with different levels of employees and people of diverse backgrounds and cultures.
- Superior project-management skills, with well-organized and demonstrated abilities to manage multiple priorities and programs simultaneously.
- Excellent written and verbal communication skills and highly courteous interpersonal skills.
- Direct supervision experience desired.
- Public speaking experience and comfort level necessary.
- Computer proficiency with Microsoft Office required.
- Knowledgeable of Abila Fundraising software ideal and or other database systems.
- Ability to listen, respect, and incorporate new learning into job.
- Committed to the mission and goals of Warren Village.

- Ability to work flexible hours when needed.
- Ability to maintain strict confidentiality.

**Salary & Benefits:** This is a fulltime, exempt position, with an attractive benefit package including medical, dental, and vision insurance as well as sick time, paid time off, flexible spending accounts, company paid Life, STD, and, LTD insurance, a childcare discount in our fully accredited Early Learning Center, and a matching 403(b) retirement plan. Salary is commensurate with experience.

**To Apply:** Interested candidates should submit the following items (as separate PDF attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org), Subject line: Donor Relations Manager.

1. Resume
2. Cover letter

**Application Deadline:** The position will be open until filled.

*The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*