



Transforming Parents' Lives. Improving Children's Futures.

Donor Relations Manager

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

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) driving our culture and work. Utilizing a 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 society.

We are looking for creative, critical thinking people who believe that you can learn from failure and improve outcomes through reflection; creating opportunities for those most disadvantaged in our community to improve their lives.

The Donor Relations Manager is a critical member of the Development team in its collective work to generate the funds, awareness, in-kind donations and volunteer support to advance the mission of Warren Village. This role devises and executes strategy to meet individual giving goals; manages and maintains relationships with annual donors; generates leads for new, lapsed and recurring donors; and supports the Development team with moves management implementation for all donor types. Additionally, the Donor Relations Manager oversees the planning and implementation of events to advance Warren Village's fundraising goals, United Way workplace giving campaigns, donor stewardship strategies and awareness in the community. In conjunction with the CEO and Vice President of Development, this position is responsible for maintaining and increasing the annual individual giving goal of over \$1 million, as well as event fundraising of nearly \$400,000.

Essential Functions and Responsibilities:

Donor Relations

- Manage relationships with annual sustaining-level donors including strategies for acquisition, renewal, upgrades and reengagement.
- Conduct prospect and donor research as need for prioritization, segmentation and customization of outreach strategies.
- Coordinate cultivation, acknowledgment, appreciation and stewardship program for all donors.
- Oversee the creation, timeline, implementation and report of all annual appeals including year-end campaign, spring appeal and donor acquisition program.
- Create and manage recurring donor program.
- Support Vice President of Development, President / CEO and Board of Trustees in prioritizing and managing portfolios of existing and prospective major and principal individual donors.
- Serve as primary staff liaison for United Way and other workplace giving campaigns including strategic prospecting for company participation, representation at workplace giving fairs, coordinating other staff participation, working with United Way and external representatives, managing reporting and identifying individual donors for additional cultivation.

Event Management

- Plan, organize, and manage all logistical planning, fundraising, communications, and volunteer activities relating to the organization's signature annual fundraising event.
- Develop sponsorship acquisition strategies and meticulously drive and monitor personal outreach.
- Oversee and execute all cultivation and appreciation events including Summer Garden Party, Honoring Evening, site tours, house parties, board-led special events and more.
- With the Vice President of Development, develop and manage revenue and expense budgets for all special events.
- Effectively leverage volunteers to help execute select aspects of events.
- Work with Volunteer Services Coordinator to support third-party fundraising.
- Coordinate interdepartmental participation in community awareness-building events.

Minimum Requirements:

- Bachelor's Degree in business, marketing, communications, human services, or other related field (*Education substitute: 2 years of related experience for one year of education.*)
- Minimum of 3 years of successful experience in a nonprofit environment, specifically in individual fundraising
- Minimum of 2 years event management experience.

Required/Preferred education and/or experience:

- Proficiency with Microsoft Office required.
- Experience using donor database, preferably Raiser's Edge.

Salary & Benefits: \$55,000 - \$60,000 annually DOE. Attractive benefit package including medical, dental, and vision insurance as well as flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous sick time/PTO package.

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

1. Resume
2. Cover letter addressing the following items (responses not to exceed 300 words each):
3. Unofficial Transcripts and/or copy of diploma

Only applicants selected for an interview will be contacted.

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.