**Donor Relations Manager** – Bishop Dunne Catholic School

**Title:** Donor Relations Manager **Department:** Advancement

**Job Summary:** The Donor Relations Manager will manage the recognition, cultivation, and solicitation process of all individual donors, alumni, and sponsors. He/she will update and manage the donor database to ensure that the Advancement Team has access to the most current information. The Donor Relations Manager will support the Advancement Team to ensure that all solicitation pieces, sponsorship packets, and other advancement related materials are distributed in a timely and appropriate manner. The Donor Relations manager will also prepare for meetings, site-visits, and other fundraising events as well as coordinate various projects as assigned by the Director of Advancement.

**Reports To:** Director of Advancement

**Responsibilities:**

* Oversight Responsibilities
	+ Manage donor care, recognition, cultivation, and solicitation processes
	+ Ensure that all correspondence is compelling, error-free and distributed in a timely manner.
	+ Donor prospecting, calendar coordination, meeting preparation and follow-up for site visits, prospective donor meetings, etc.
* Required Tasks
	+ Donor prospecting and research to support Director of Advancement and President with donor meetings, grants, and other activities related to donor solicitation.
	+ Site visit preparation and follow-up
	+ Prepare donor reports as requested
	+ Prepare and coordinate mailings
	+ Acknowledge, enter, and ensure the distribution of receipts to donors in a timely fashion.
	+ Manage donor care of entire donor base.
	+ Support team in the development of new ways to encourage online giving
	+ Manage input daily donations, and balance with Finance.
* Other duties as assigned

**Requirements:**

* Extremely organized and polished professional with the ability to manage multiple projects simultaneously.
* 2 to 5 years’ experience in nonprofit development.
* Bachelor’s degree required. Involvement in local nonprofit development agencies and associations is a plus.
* Self-starter, ability to manage multiple tasks simultaneously, ability to work as a team, well-organized and accept constructive feedback. Comfortable with fundraising expectations. Experience with development databases a plus.