



Position: Donor Relations Manager

Reports To: Executive Director

Position Overview: This individual is responsible for planning, executing and evaluating development and fundraising programs to strengthen the base of financial support and sustainability of Firewall Centers. Some of the position's primary responsibilities will be to execute fundraising events, cultivate and steward donors, market the organization and engage in public relations, assist with social media and other campaigns, and manage donor records.

Responsibilities

- Works closely with Development Team to obtain private donations as well as identify, cultivate, and solicit existing and new donors through various projects and activities.
- Networks in the community to obtain in-kind gifts and sponsorship in support of the program and special events.
- Assists in creating an annual development plan, including revenue and expense targets, donor cultivation, and timelines to meet the objectives of the plan.
- Supports event logistics, execution, and post event follow-up.
- Advocates for and represents Firewall Centers within the community.

Job Duties

Donor Management

- Builds and maintains donor program to grow funding base and relationships with individuals donors
- Seeks new and maintains current relationships with businesses and corporations
- Follows a year-round stewardship plan including regular calls, thank you cards, and drafting funding/impact reports
- Analyzes past giving trends and tracks progress of any Annual Campaigns
- Maintains the integrity, accuracy, and confidentiality of donor information in the database management system with quality data input

Special Events

- Plays an important support role in our major fundraising events which includes recruiting table sponsors and event attendees
- Sets up and monitors online donation functions for special events
- Creates reports in preparation for and evaluation of special events, direct appeal mailings, updates, annual reports and budget planning

Qualifications and Education Requirements

- College degree or equivalent experience in business or non-profit sector.
- Two to three years of experience in non-profit fundraising and/or sales experience preferred.
- Experience with fundraising database or member management system is a plus.

To apply, please email your resume to employment@firewallcenters.org