



## **Donor Relations Manager**

*Foundation Communities is a nonprofit organization that creates affordable housing where families succeed. More information about us can be found at <http://www.foundcom.org>.*

The Donor Relations Manager is responsible for introducing Foundation Communities to prospective donors while cultivating relationships with current donors, moving them along a continuum of engagement, and inspiring their long-term investment in our efforts.

This is a full time position and reports to the Director of Individual Giving and Engagement.

### **Principal Duties and Responsibilities:**

- Work with small team to reach our annual fundraising goal and increase our number of individual donors.
- Build strong relationships with current multi-year and major donors through one-on-one meetings, phone calls, invitations to cultivation events, and volunteer opportunities.
- Recruit current donors and volunteers to serve as Table Hosts for our annual fundraising luncheon.
- Recruit current donors and volunteers to serve as Team Leaders for our online giving campaigns.
- Solicit and secure major gifts from current donors for our capital campaigns to raise funds for specific projects.
- Help develop data-informed strategies to identify the giving capacity of existing donors/volunteers.
- Create and implement strategies to introduce ourselves to new people in the community who have the capacity to invest in our work.
- Participate in managing the logistics of our annual fundraising luncheon and numerous donor cultivation events.

### **Required Qualifications:**

- Bachelor's Degree
- Three or more years' experience cultivating individual relationships in order to move people to action
- Proven track record of identifying, cultivating and soliciting individual donors for gifts of \$1000+
- Excellent written and oral communication skills
- Self-starter with strong work ethic, attention to detail, and the ability to think strategically
- Demonstrated ability to work as part of a team in a face-paced work environment
- Experience with Salesforce or Raiser's Edge is a plus
- Strong personal commitment to our mission

Interested applicants please send cover letter and resume to [donna.williams@foundcom.org](mailto:donna.williams@foundcom.org)

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation and gender identity.*