



DONOR ENGAGEMENT OFFICER

Status: Full-time, exempt

Reports to: VP, Philanthropy

Supervises: Philanthropy + Database Coordinator

OVERVIEW

The Donor Engagement Officer is responsible for cultivating, developing, and overseeing relationships with existing donors and identifying prospective donors in support of McColl Center's mission to champion contemporary artists and spark creative experiences for positive community impact. The Donor Engagement Officer plans and coordinates McColl Center's Annual Fund campaigns and develops/implements strategies for sustained financial support.

Reporting to the VP, Philanthropy, the Donor Engagement Officer works independently and collaboratively across all departments at McColl Center to build upon a holistic donor engagement strategy that promotes an active community of engaged Igniters of creativity.

RESPONSIBILITIES

Donor Engagement + Communications (70%)

- Partners with the VP, Philanthropy on creating robust donor engagements to support overall fundraising goals for McColl Center's Annual Fund and special campaigns
- Comprehensive planning and management of McColl Center's Igniter (donor community) program, stewardship, and cultivation plans including writing letters, emails, social media posts, coordinating graphics requests and printing needs with internal and external resources, and managing artist, staff, and board involvement in campaigns/initiatives
- Establish annual fundraising goals, objectives, and strategies in consultation with the VP, Philanthropy, and regularly assess and report on progress towards goals
- Manages a portfolio of key constituents
- Identifies, cultivates, solicits, and stewards new and existing donors; directs activities related to donor acquisition and retention
- Interacts with Igniters and potential donors through phone and email correspondence and in-person through one-on-one meetings, private tours, and at events
- Partners with the Marketing + PR Director on Igniter communications; ensures donation appeals are updated and representative of the current donor engagement goals; ensure website has accurate, up-to-date giving information
- Represents McColl Center's mission, vision, and values internally and externally

Donor Engagement Events (20%)

- Plans and executes donor engagement and philanthropy events and partners with key staff across the organization to achieve successful outcomes
- Researches and solicits event vendors (catering, rentals, contractors, entertainment, etc.) for both paid vendors and in-kind partnerships with the VP, Philanthropy

- Partners with VP, Philanthropy on planning and execution of the annual Benefit Art Sale
- Plans post-event debriefs, reporting, and follow-up activities in partnership with Philanthropy + Database Coordinator

Admin + Database (10%)

- Supervises the Philanthropy + Database Coordinator in day-to-day development operations duties including database management and maintenance, consistent reporting, and donor acknowledgment
- Partners with the VP, Philanthropy to develop and maintain budgets
- Records all donor interactions, in partnership with Philanthropy + Database Coordinator, in the database to ensure accurate and up-to-date donor records

Other duties as assigned by the VP, Philanthropy

DESIRED QUALIFICATIONS

- 3-5 years related experience in nonprofit fundraising
- Strong interpersonal and communications skills that enable relationship and partnership building with key constituents, donors, and professionals at all levels
- Ability to maintain confidentiality
- Demonstrated strategic thinking and problem-solving skills
- Ability to work with little supervision in a fast-paced environment
- Proficient in Microsoft Office apps (Excel, Word, PowerPoint, Outlook)
- Ability to be flexible and “manage up” as needed
- Able and willing to work occasional nights and weekends as needed for special events, special projects/programs, and/or meetings

COMPENSATION + BENEFITS

- Salary Range: \$48,000-\$55,000 annually
- McColl Center offers full-time employees a comprehensive benefits program including medical, dental, vision, life, paid time off, and a 403(b)-retirement plan
- This position is primarily based onsite at McColl Center

No calls, emails, or visits please.

For immediate consideration, please formally apply online and provide a resume and cover letter.

The above statements are intended to describe the general nature and level of work being performed by people assigned this job classification. They are not to be constructed as an all-inclusive list of all duties, skills, and responsibilities of people so assigned.

McColl Center is an equal opportunity employer. It is our policy to abide by all federal, state, and local laws prohibiting employment discrimination based solely on a person’s race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including but not limited to cancer related or HIV/AIDS status) sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.