

**Position: Donor Relations Manager**

*Reports to Director of Donor Development*

**What you’ll be responsible for:**

* Maintaining and growing a pipeline of mid and major donors through regular stewardship, cultivation, and solicitation
* Screening and qualifying new and existing donors to assign appropriate level of engagement
* Developing, implementing & tracking an individual plan for each donor in the pipeline
* Ministering to donors by praying for, tracking important personal moments, and encouraging them with biblical Truth
* Collaborating with leadership to plan and execute donor events throughout the year
* Occasional travel to cultivate deeper relationships with donors

**What you can expect from our team:**

* Ongoing team and individual development
* A grace-filled work environment
* Opportunities for growth
* A high level of inter-departmental collaboration

**Education & Experience**

* (4) Year bachelor’s degree from an accredited college or university
* (4) Years of experience as a Donor Relations Officer or Major Gifts Officer with a record of measurable success
* Fluency in utilizing a donor or CRM database
* Experience cultivating relationships using technology

**Knowledge & Skills**

* Personal belief in the mission of Proverbs 31 Ministries
* High level of emotional intelligence with the ability to quickly build rapport
* Can-do attitude eager to grow and learn in a fast-paced environment
* Self-motivated worker who collaborates well with a team
* Ability to communicate independently and professionally with donors and prospects by phone, email, mail, video calls, and in person.

**Work Demands/Environment:**

* Frequent talking on the phone and/or face-to-face interaction with people.
* Attendance and participation at events, often requiring long periods of standing
* Occasional weekend and/or irregular hours
* Travel up to 25%

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