

Title: Donor Relations Director

Pay range-\$80,000-110,000

The Donor Relations Director plays a vital role in advancing philanthropic goals by managing a portfolio of mid-level donors and overseeing the annual giving program. This position bridges broad-based annual support and major gift development, cultivating meaningful relationships with individual donors, businesses, and community partners to deepen engagement and inspire increased giving.

The Donor Relations Director leads the planning, execution, and analysis of annual giving appeals, through a strategic mix of personalized outreach, cultivation, solicitation, and stewardship.

Essential Functions:

Working in concert with the Vice President of Development, the Donor Relations Director will oversee and coordinate the cultivation and stewardship of donors building the pipeline. This will include researching donor profiles, updating Raiser's Edge information, and matching interests to specific programs of Partners in Care. This portfolio includes researching new donor prospects with related areas of interest.

This position will be responsible for a specified portfolio regarding the annual tribute dinner and identification, cultivation and solicitation of gifts from individual, and corporate donors and other activities appropriate to obtain strong support and maintaining secure, positive relationships with current and prospective donors.

Responsibilities and Duties:

1. Cultivate/steward donors building the pipeline building long-term relationships.
2. Make sure all donors are apprised of the "corporate matching fund" list.
3. Assemble prospect research relevant to donor histories, abilities and conversations.
4. Research other opportunities that have aligned focus.
5. Update donor files relative to moves management, priorities and updates.
6. Develop and maintain donor acquisition and donor renewal.
7. Knowledge of social media fundraising.

8. Oversee online donation processes.
9. Become an integral part of sponsorships.
10. Support select donor events with VP of Development – Salons and other select donor gatherings.

Qualifications and Requirements:

1. Bachelor's degree required in business or related field, and a minimum of 10 years of experience in non-profit Development, coupled with a demonstrated record of accomplishments of success. This individual will have strong skills in terms of solicitation and stewardship.
2. Self-motivated and able to demonstrate individual initiative. The ability to control and move forward on several priorities simultaneously. This includes switching priorities as required, without losing momentum.
3. The ability to articulate the many faces of Partners in Care Foundation's development program.
4. Experience working with donor databases and Raisers Edge development software.
5. Some planned giving knowledge required.
6. Solid organizational skills blended with a high degree of creativity with fund development activities.
7. Must possess strong oral and written communication skills.
8. Must possess high work standards and proven track record in meeting or exceeding stated goals.
9. Build trust with others through authentic commitment and high ethical standards.

Please submit resume to jobs@picf.org.

Partners in Care Foundation is an equal opportunity employer. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race (including hair texture and protective hairstyles, such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation, pregnancy (including childbirth, lactation/breastfeeding, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics, as well as those of family members), veteran status, uniformed service member status, gender, gender identity, gender expression, transgender status, arrest or conviction record, domestic

violence victim status, credit history, unemployment status, caregiver status, sexual and reproductive health decisions, salary history or any other status protected by federal, state, or local laws. All qualified applicants will receive consideration for employment and reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the position.